



PROCEDURES, CHECKLISTS & APPLICATIONS

DEVELOPMENT APPLICATION HANDBOOK

City of Sugar Land, Texas

| 2700 Town Center Blvd. North, Sugar Land, TX 77479 | www.sugarlandtx.gov |

Planning
281-275-2218

Engineering
281-275-2780

Revised: January 2015



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SECTION: 1

INTRODUCTION

- Purpose of Development Application Handbook
- Overview of Development Process
- Pre-Development Meetings
- Submittal Procedures
- Flow Chart: Development Process- Commercial
- Flow Chart: Development Process- Residential



INTRODUCTION

Purpose

The purpose of this document is to establish the procedures and requirements for the submittal, and review of the subdivision and development of land in the City of Sugar Land and its extra-territorial jurisdiction (ETJ) as authorized the Development Code of the City of Sugar Land. These procedures shall be followed by all applicants involved in submittal of rezonings, and conditional use permits (CUP), general land plans, subdivision plats, site plans, public infrastructure construction plans, and variances and special exceptions.

Overview of the Development Process

For property in the City Limits, the first step in the development process is to ensure that the proposed use is permitted by the zoning on the property. If the use is not permitted “by right,” a rezoning or conditional use permit may be required. The next step is to confirm that the property is platted. If not, the property must be platted. A subdivision plat lays out streets, property lines, and utilities for development. For detached single-family residential development, the next step in the process is to submit a building permit package. For property in the extra-territorial jurisdiction the uses shall be consistent with that shown in the general land plan.

For all other development types (i.e. commercial, multi-family, townhomes), the next step is to submit a site plan package. A site plan package is an accurately scaled development plan set that illustrates the details of proposed development and existing conditions on a parcel of land. The site plan package must be approved before building permits can be issued. Building permit plans can be submitted and reviewed concurrently with the plat and the site plan package. However, a building permit cannot be issued until the plat is recorded and the site plan package is approved. For more details on each step of the development process, please see the flow charts and associated information provided in the following chapters of this Handbook.

Pre-Development Meetings

The Development Review Committee (DRC) is the internal staff committee that reviews development submittals for compliance with these policies and City Codes. The DRC currently consists of staff from Planning, Building Permits & Inspections, Engineering, Public Works, Economic Development, Fire, and Parks. A weekly meeting is held on each Thursday at City Hall to discuss all the projects and is co-chaired by the Principal Planner and Assistant City Engineer. When review of a new application results in significant comments, applicants are contacted to attend to the meeting to discuss comments with the DRC.

Applicants are encouraged to schedule pre-development meetings, which are held during DRC meetings on Thursdays. DRC staff are present for pre-development meetings. Applicants are given the opportunity to present their project to City staff, and then City staff will provide

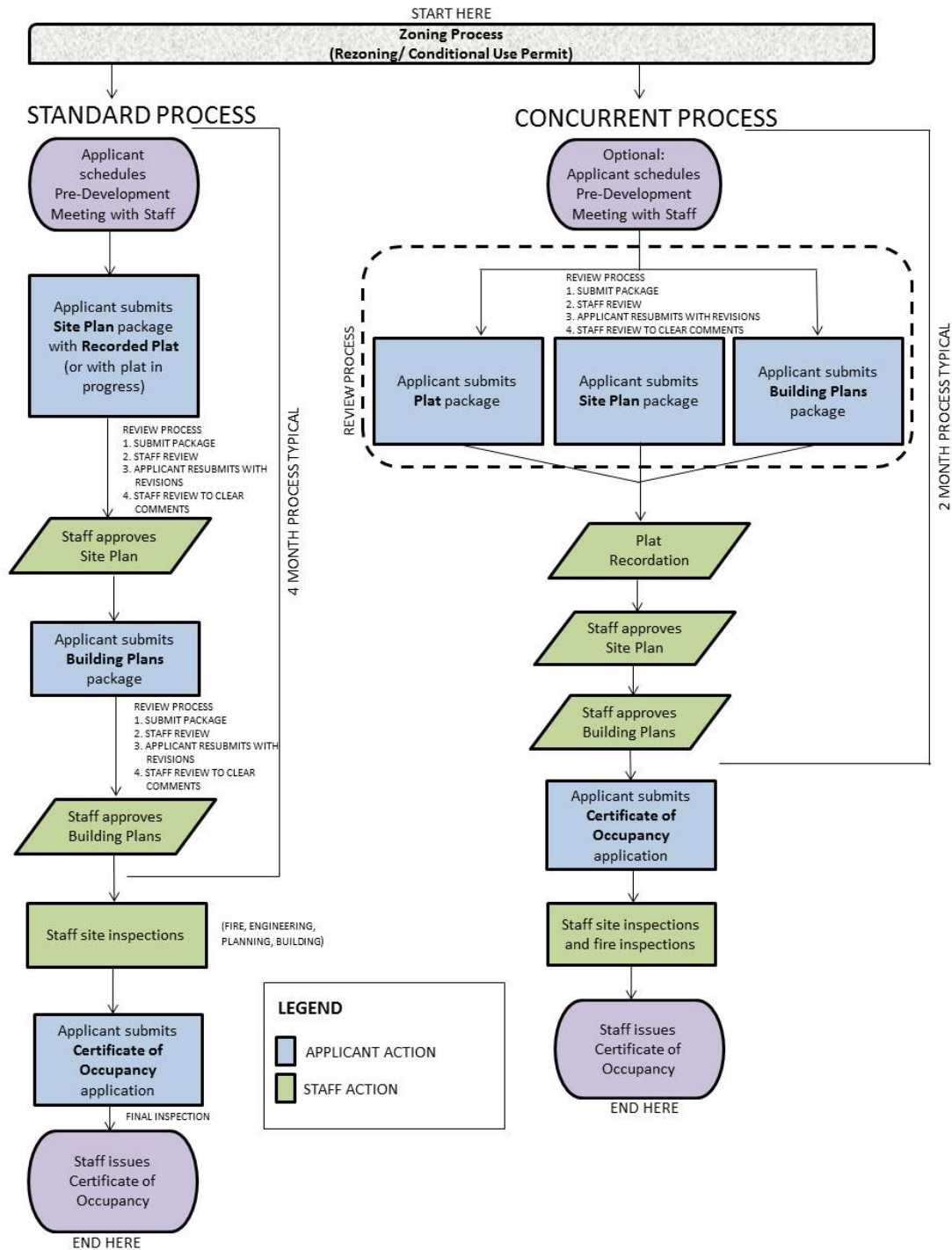
feedback to applicants on the project to clarify submittal expectations and specific Code requirements. Contact the Development Review Coordinator on Mondays by 5pm to schedule a pre-development meeting for Thursday of that week. Pre-Development meetings are scheduled on a first-come first- serve basis, and a maximum of two are scheduled per week.

Submittal Procedures

All development related submittals shall be turned in with the appropriate application form on Monday by 3 p.m to the Building Permits & Inspections office in the 1st Floor of City Hall, 2700 Town Center Boulevard North, Sugar Land, TX. 77479. Payment for the specific item shall be made to the Treasury Department in the 1st Floor of City Hall. Treasury will validate payment of the fee on the application. The submittals will then be routed to the Development Review Coordinators for processing to the appropriate departments. The Development Planning Office can be contacted at 281-275-2218 or at planning@sugarlandtx.gov and the Engineering Department at 281-275-2780.

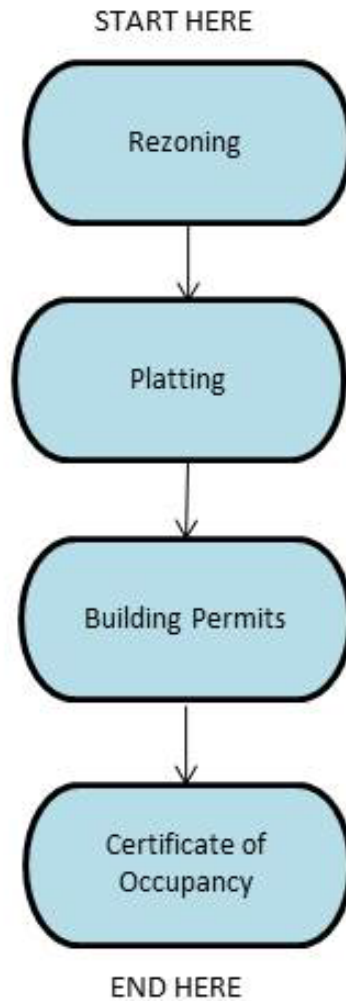


FLOW CHART: DEVELOPMENT PROCESS- COMMERCIAL





FLOW CHART: DEVELOPMENT PROCESS- RESIDENTIAL





SECTION 2:

ZONING

- Zoning Types and Procedures
- Flow Chart: Rezoning & Conditional Use Permit
- Process Standard Rezoning Application
- Conditional Use Permit (CUP) Application
- Conditional Use Permit (CUP) Telecommunication Towers & Antennas Application



ZONING TYPES AND PROCEDURES

The City of Sugar Land regulates land use through zoning, which was adopted soon after the City's incorporation in 1959. Current zoning regulations are included as Chapter 2 of the City's Development Code which was adopted in 1997 and has been amended from time to time since then. A copy of the City's Development Code is available on the City's website at www.sugarlandtx.gov.

Zoning

Zoning is the division of a community into districts, or zones, with different regulations for different districts. Within each district, local governments typically regulate the use of land or buildings, the intensity of that use (regulated by lot size, height limits, and, in some cases, direct regulation of intensity through floor-area ratios or limits on the number of dwelling units per area), and height and bulk, or extent, of that use (regulated both directly and indirectly, through requirements that portions of the lot be maintained for yards or setbacks).¹ The City is divided into thirteen (13) standard districts and multiple customized planned development (PD) districts.

Official Zoning Map

The location and boundaries of the various zoning districts are shown on the official zoning map. The Planning Department is responsible for custody and maintenance of the map, in coordination with the GIS Office. The provisions of an ordinance establishing a district, amending a district classification, amending a district boundary, or granting a conditional use permit (CUP), controls over any conflicting information shown on the official zoning map. Sugar Land's zoning map is available online at www.sugarlandtx.gov/sugarland/gis/index.asp.

Land Use Matrix

The Land Use Matrix defines which uses are permitted in each zoning district. The Land Use Matrix is based on business activities as contained in the 1987 Standard Industrial Classification (SIC) Manual. Some land uses included in the Land Use Matrix are not found in the SIC Manual, and are, where necessary, defined by the Development Code. Land and structures in each zoning district may only be used for the listed uses specified as a permitted use in that district as shown in the Land Use Matrix. Land and structures in each zoning district may not be used for a use that is shown as a prohibited use in that district in the Land Use Matrix. Wherever the Land Use Matrix shows that a use is allowed in a district with a conditional use permit, land and structures in that district may not be devoted to that use unless a conditional use permit for the use has been granted by City Council. A copy of the entire Land Use Matrix or a copy of the portion applicable in the commercial zoning districts is available online at www.sugarlandtx.gov under the Planning homepage.

¹ Eric Damian Kelly and Barbara Becker, *Community Planning: An Introduction to the Comprehensive Plan* (Washington, D.C.: Island Press, 2000), 203.

Rezoning

A rezone involves a change from one official zoning district to another. When a property within the city limits of Sugar Land is rezoned, an ordinance is passed by City Council effecting a change in zoning designation for that property. The Official Zoning District Map is also updated to reflect the zoning change. A recommendation to the Council is given by the Planning and Zoning Commission (P&Z). Council has the authority to approve or deny rezonings. A property owner or the City can initiate rezoning a piece of property. A planned development district (PD) is a type of zoning category with custom regulations. Additional details on planned development district rezonings are contained in Section 3 of this Handbook.

Conditional Use Permit (CUP)

A conditional use permit (CUP) is a zoning permit that is granted to operate a certain type of business in a specific zoning district. The Land Use Matrix identifies which uses require a CUP in each zoning district. A recommendation to the Council is given by the Planning and Zoning Commission; Council has the authority to approve or deny conditional use permits. A CUP must be approved by City Council before a use requiring a CUP can legally operate at the proposed location. The following are the conditional use permit standards required for approval:

1. Conditional uses are not permitted by right, but shall be considered on a case by case basis for the proposed lot(s) or parcel(s). Application approvals are subject to the discretion of the Council.
2. No application will be approved unless the applicant establishes that the use is appropriate at the proposed location by showing the following:
 - a) The proposed use shall be in harmony with the purpose, goals, objectives and standards of the City of Sugar Land's Comprehensive Plan and Future Land Use Plan;
 - b) The proposed use shall not result in a substantial or undue adverse effect on adjacent properties, character of the neighborhood, traffic conditions, parking, public improvements, public sites or rights-of-way, or other matters affecting the public health, safety, and general welfare; and
 - c) The proposed use will be adequately served by public improvements, facilities, and services and will not impose an undue burden

Rezoning and Conditional Use Permit Process

When a rezoning or conditional use permit application is submitted, Staff will review the request and send comments to the applicant on the third Friday after the request has been submitted. However, due to the detail contained in conditional use permit applications, additional review time may be needed. The applicant may be directed to resubmit the corrected materials and additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.

When staff comments have been addressed, the request will be scheduled for a public hearing at a Planning and Zoning Commission meeting. The public hearing typically takes place approximately one month after staff issues have been addressed. The public hearing will be

advertised by the City in the official newspaper of the City at least 15 days prior to the first public hearing. All property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website. Additionally, a courtesy sign will be placed at the property.

A public hearing will be held by the Planning and Zoning Commission at 6:30 p.m. in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month except for November and December, when there is one Tuesday meeting due to the holidays. The purpose of the public hearing is to allow P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then open the public hearing, and the applicant will have ten minutes to present the request. The Chair will then allow anyone present from the public to speak on the request. The Commission may ask questions to staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted policies.

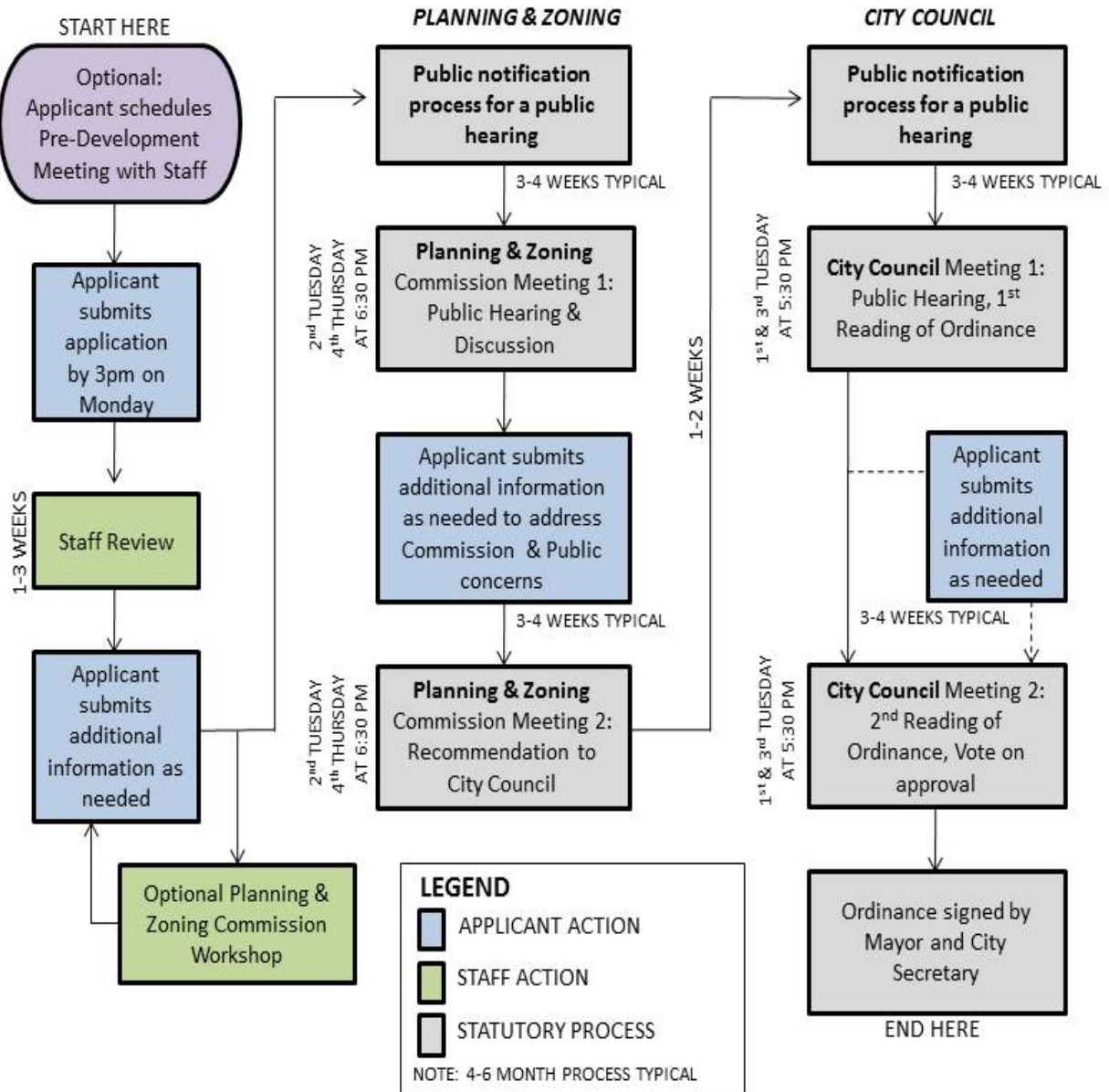
At a subsequent P&Z meeting the request will be presented by staff with a recommendation. P&Z will hold consideration and action and make a recommendation to City Council. Only staff will present at this meeting; however, the Commission may direct questions to both staff and the applicant.

A second public hearing will be scheduled for a regular City Council meeting. The public hearing typically takes place approximately one month after P&Z makes a recommendation. Meetings are held on the first and third Tuesdays of each month. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website. Council will conduct a public hearing in the same manner as P&Z. At the same meeting, Council will have the first reading of the ordinance and vote, unless the item is tabled. If the ordinance was approved at the first reading, at a subsequent meeting the Council will hear the second reading of the ordinance and vote again. Following the second reading of the ordinance, the Mayor and City Secretary will sign the ordinance and a copy will be sent to the applicant.



FLOW CHART: REZONING & CONDITIONAL USE PERMIT PROCESS

REVIEW AND APPROVAL PROCESS





STANDARD REZONING APPLICATION

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: ZC

2015 Fee: \$1,113.00

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8:00 am -3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Please contact Development Planning staff to discuss your proposal prior to submitting a Standard Rezoning application.

Standard Rezoning Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Three (3) copies of the completed application
- Submittal Fee
- Legal description of property:
 - ☐ Metes & bounds description if property is not platted OR
 - ☐ Plat information:
Plat Name: _____
Lot & Block or Reserve: _____
FBCOPR No.: _____
- Three (3) copies of a letter stating the applicant's request
- Three (3) copies of a Traffic Impact Analysis, if applicable (Contact Engineering Dept. at 281-275-2870 to determine necessity)

***ALL FIELDS MUST BE COMPLETED. ***

PROJECT NAME _____

Legal/ Location Description _____

Property Acreage _____ Current Zoning District _____

For Rezoning, Proposed Zoning District _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____

Project Representative's Signature

Date

Property Owner (Please Note – the current Property Owner’s Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner’s Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner’s Signature (Required) Date

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.



CONDITIONAL USE PERMIT (CUP) APPLICATION

FOR OFFICE USE
(Rev. 1/1/15)
Accounting Code: ZC
2015 Fee: \$1,657.00

Fee Required _____

Case No. _____ - _____

Return Your Submittal Monday from 8:00 am -3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218

Please contact Development Planning staff to discuss your proposal prior to submitting a Conditional Use Permit application.
Conditional Use Permit Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Five (5) copies of the completed application
- Submittal Fee
- Legal description of property:
 - ☐ Metes & bounds description if property is not platted OR
 - ☐ Plat information:
Plat Name: _____
Lot & Block or Reserve: _____
FBCOPR No.: _____
- Five (5) copies of a letter stating the applicant's request and addressing issues relating to a CUP including plan of operation, traffic circulation, parking, and other pertinent information
- Five (5) copies of CUP site layout plan and other pertinent information (to be determined during meeting with Development Planning staff)
- PDF copy of CUP site layout plan
- Three (3) copies of a Traffic Impact Analysis, if applicable (Contact Engineering Dept. at 281-275-2870 to determine necessity)

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Legal/ Location Description _____

Property Acreage _____ **Current Zoning District** _____

For CUP, Proposed Use _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ **Email** _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____

Project Representative's Signature

Date

Property Owner (Please Note – the current Property Owner’s Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner’s Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner’s Signature (Required) Date

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.



**CONDITIONAL USE PERMIT
(CUP) TELECOMMUNICATION
TOWERS & ANTENNAS
APPLICATION**

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: ZC

2015 Fee: \$1,657.00

Fee Required _____

Case No. _____ - _____

**Return Your Submittal To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Please contact Development Planning staff to discuss your proposal prior to submitting a Conditional Use Permit application.

Conditional Use Permit Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Two (2) copies of the completed application
- Submittal Fee
- Legal description of property:
 - ☐ Metes & bounds description if property is not platted OR
 - ☐ Plat information:
Plat Name: _____
Lot & Block or Reserve: _____
FBCOPR No.: _____
- Two (2) 24" x 36" copies and two (2) 11" x 17" copies of the CUP layout plan including a vicinity map and north arrow on each copy (Sec. 2-234 (b))
- Two (2) copies of letter stating the applicant's request and addressing issues relating to a Cell Tower CUP, including Chapter 2, Article VII, Sec. 2-234 (tower inventory and co-location and lease opportunities)
- Note- Additional information may be requested by staff for evaluation and determination of the application and potential impact of a proposed Tower.

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME OR ADDRESS _____

Legal/ Location Description _____

Current Zoning District (Must be B-2, M-1, or M-2 to apply for a CUP) _____

Proposed Use and Tower Height _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ **Email** _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____

Project Representative's Signature

Date

Property Owner (Please Note – the current Property Owner’s Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner’s Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner’s Signature (Required) Date

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.



SECTION 3:

PLANNED DEVELOPMENT

DISTRICT (PD)

- Planned Development District Information
- Flow Chart: Planned Development District
- Planned Development District Application



PLANNED DEVELOPMENT DISTRICT (PD)

Introduction

The planned development district (PD) allows for a development containing uses or a combination of uses in a design that would not otherwise comply with the regulations of the primary zoning districts, but does provide an overall design, increased Open Space, or other features or amenities that results in a superior development or offer special benefits to the community. A PD may not be used for the primary purpose of avoiding the zoning regulations applicable to the primary zoning districts.

A district containing only Residential Uses will not be created unless it contains at least 10 acres. A district containing both Residential and Nonresidential Uses will not be created unless it contains at least 25 acres of land. The Commission may recommend approval and the Council may approve a district with less land than specified in this section if the developer clearly demonstrates that a smaller district would achieve the intent of the district.

Planned Development Process

When a PD application is submitted, staff will review the request and comments are usually sent to the applicant on the third Friday after the request has been submitted. Due to the detail contained in PD District rezonings, additional time may be needed. The applicant may be directed to resubmit the corrected materials and or additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.

When staff comments have been addressed, the request will be scheduled for either a workshop or a public hearing at a Planning and Zoning Commission (P&Z) meeting. If scheduled for a workshop, the applicant will have the opportunity to address the Commission and go through the PD proposal. This enables the applicant to receive feedback on highly detailed or complicated PD proposals prior scheduling a public hearing. Once the Commission's concerns have been addressed, the item will be scheduled for a public hearing. Typically, this is approximately one month after the PD is determined to be ready for the public hearing. The public hearing will be advertised in the City's official newspaper at least 15 days prior to the first public hearing. All property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website. Additionally, a courtesy sign will be placed at the property.

A public hearing will be held by the Planning and Zoning Commission at 6:30 p.m. in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month except for November and December, when there is one Tuesday meeting due to the holidays. The purpose of the public hearing is to allow P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then open the public hearing, and the applicant will have ten minutes to present the request.

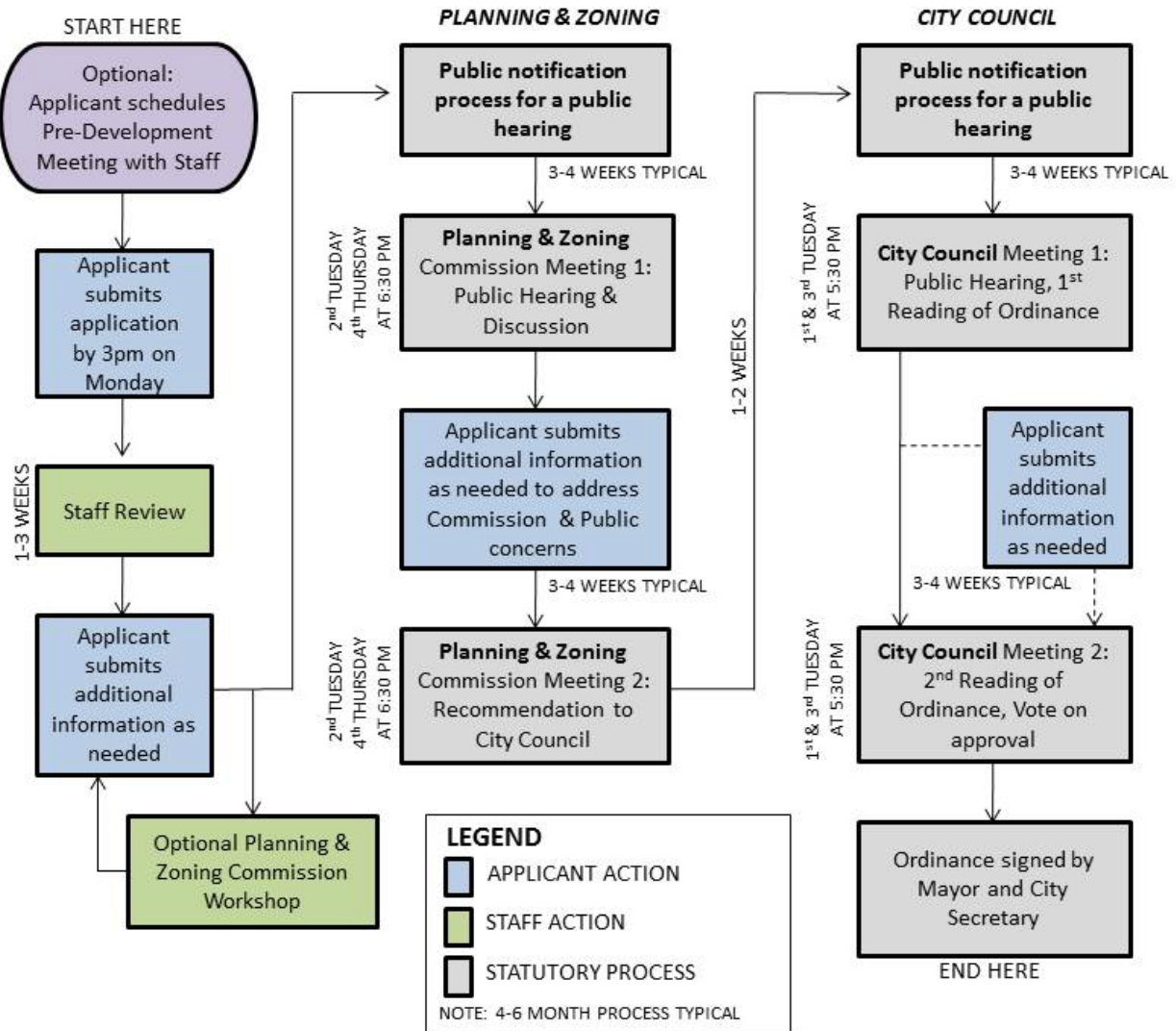
The Chair will then allow anyone present from the public to speak on the request. The Commission may ask questions to staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted policies.

At a subsequent P&Z meeting, the request will be presented by staff with a recommendation. P&Z will hold consideration and action and make a recommendation to City Council. Only staff will present at this meeting; however, the Commission may direct questions to both staff and the applicant.

A second public hearing will be scheduled for a regular City Council meeting. The public hearing typically takes place approximately one month after P&Z makes a recommendation. Meetings are held on the first and third Tuesdays of each month. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website. Council will conduct a public hearing in the same manner as P&Z. At the same meeting, Council will have the first reading of the ordinance and vote unless the item is tabled. If the ordinance was approved at the first reading, at a subsequent meeting the Council will hear the second reading of the ordinance and vote, again. Following the second reading of the ordinance, the Mayor and City Secretary will sign the ordinance and a copy will be sent to the applicant.



FLOW CHART: PLANNED DEVELOPMENT (PD) DISTRICT





**PLANNED DEVELOPMENT (PD)
DISTRICT APPLICATION**

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: ZC

2015 Fee: See below

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8:00am -3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Please contact Development Planning staff to discuss your proposal prior to submitting a Planned Development District application.

Planned Development District Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Eight (8) copies of the completed application
- Eight (8) copies of a letter stating the applicant's request
- Submittal Fee
- Legal description of property:
 - ☐ Metes & bounds description if property is not platted OR
 - ☐ Plat information:
Plat Name: _____
Lot & Block or Reserve: _____
FBCOPR No.: _____
- Eight (8) copies of PD submittal, including detailed use list, PD development plan with lots / reserves, traffic circulation, landscaping, and other pertinent information
- PDF copy of PD submittal
- Three (3) copies of a Traffic Impact Analysis, if applicable (Contact Engineering Dept. at 281-275-2870 to determine necessity)

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Submittal Type & Fee	<input type="checkbox"/> General Development Plan: \$1,657 + \$20/per acre or portion (max. \$3,000)	<input type="checkbox"/> PD Amendment: \$1,657 + \$20/per acre or portion (max. \$3,000)
	<input type="checkbox"/> Final Development Plan: \$1,657 + \$20/per acre or portion (max. \$3,000)	<input type="checkbox"/> PD Administrative Amendment: \$200

Name of Current PD (if not Gen. Dev. Plan) _____

Location Description _____

Property Acreage _____ Current Zoning District _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____

Project Representative's Signature

Date

Property Owner (Please Note - the Property Owner's Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

I am the owner of the property for which this application is being made. I authorize

_____ *(Project Representative) to submit this application*

and to correspond with the City of Sugar Land regarding this application on my behalf.

X _____
Property Owner's Signature (Required) Date

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.



SECTION 4

GENERAL LAND PLAN

- General Land Plan Information
- Flow Chart: General Land Plan Process
- General Land Plan Application
- General Land Plan Checklist



GENERAL LAND PLAN

Introduction

A general land plan is required for any tract of land over fifty (50) acres in size proposed for residential use or any parcel proposed for nonresidential use over thirty (30) acres. If staff determines that an area less than fifty (50) acres contains unique features or is surrounded by existing or proposed subdivisions with potential limited access, a general land plan may be required to be reviewed prior to the preliminary or final plat submittal.

The purpose of the general land plan is to allow the Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the comprehensive plan, and the property's relationship to adjoining subdivisions or properties. As part of a general land plan submittal, a traffic impact analysis, drainage analysis, and conceptual utility layout are required. Engineering and Public Works staff will review these analyses for compliance with the City's Master Plans and Development Code. Any general land plan involving a change to a proposed corridor in the City's Master Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis if required by the administrative officer.

The general land plan shall be submitted for review and recommendation to the parks and recreation director for conformance with park land dedication requirements prior to the recommendation of the general land plan by the Commission. Substantial changes to the general land plan which may affect the park dedication requirements and park location shall be resubmitted to the parks and Recreation Director.

The submittal of the land plan shall be accompanied by the completed application as specified by the city. The submittal fees must accompany the application.

General Land Plan Process

When a general land plan application is submitted, staff will review the request and send comments to the applicant on the third Friday after the request was submitted. However, due to the detail contained in general land plan applications, additional review time may be needed. The applicant may be directed to resubmit the corrected materials and/ or additional materials for the Planning and Zoning Commission (P&Z) and City Council, and staff will review them for clearance.

The request will be presented by staff with a recommendation at a P&Z meeting. P&Z will hold consideration and action and make a recommendation to City Council. Once the Commission makes a recommendation, the general land plan will be placed on a City Council agenda. The City Council will either approve or deny the proposed general land plan request.

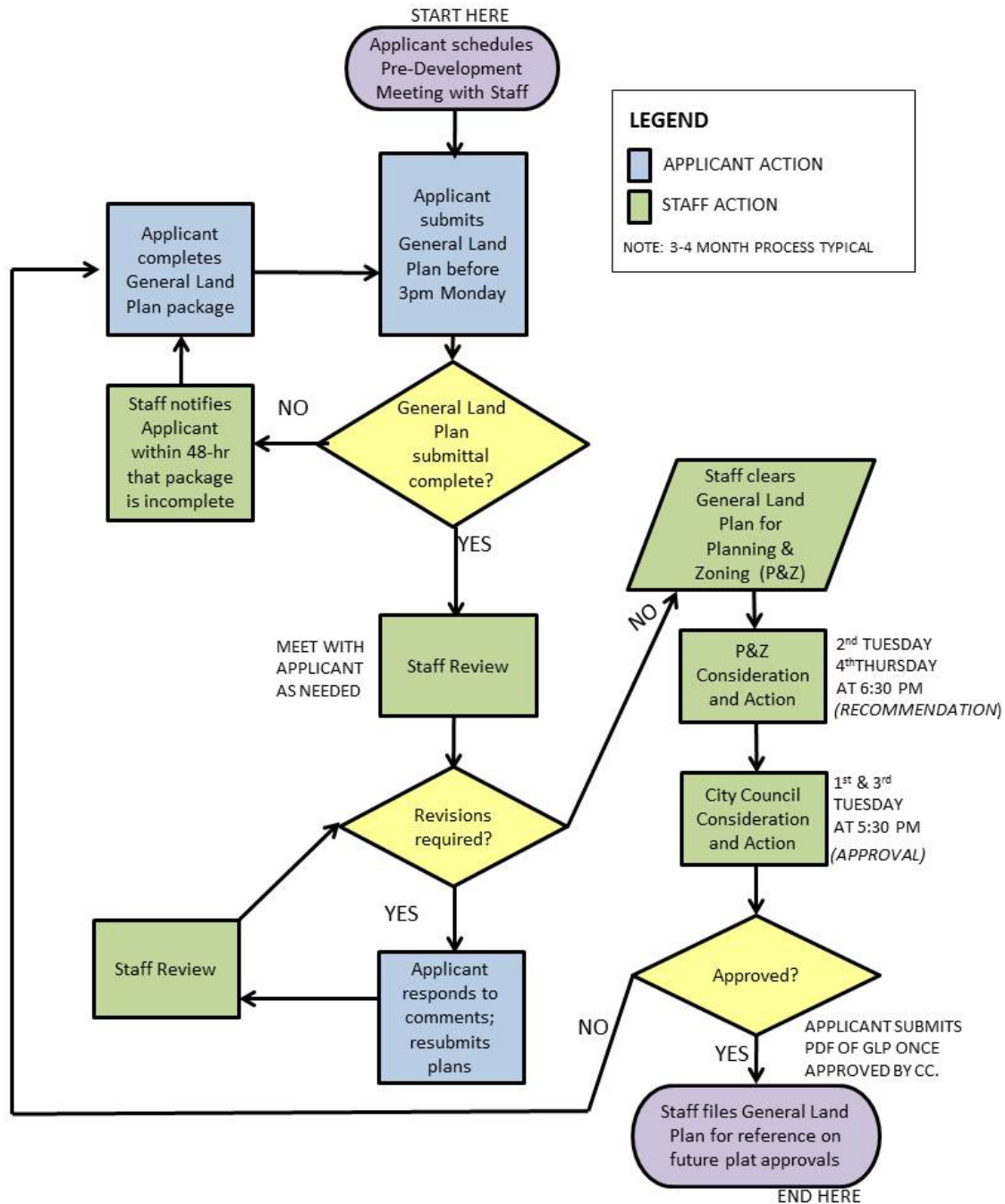
Major Amendment and Minor Amendment

A general land plan major amendment typically consists of a change in configuration of streets that substantially alters the circulation of vehicles, and/or major changes to land use. A general land plan minor amendment typically consists of small adjustments to streets or land use. It is at the Director's discretion if the general land plan is considered a major or minor amendment based on the information submitted. The general land plan amendment approval process is the same as the general land plan process which includes a consideration and action by P&Z and a review at City Council. However, due to the detail contained in the general land plan amendment application, additional review time may be needed.



FLOW CHART: GENERAL LAND PLAN PROCESS

REVIEW AND APPROVAL PROCESS





Case No. _____ - _____

Date

Property Owner (Please Note – the current Property Owner’s Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner’s Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner’s Signature (Required) Date

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____

Location: _____

Applicant/Contact: _____

Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standard

Applicant's Signature: _____ Date: _____



General Land Plan Checklist

General Land Plan Name:	Reviewer:
<input type="checkbox"/> New GLP <input type="checkbox"/> GLP Amendment	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ

Submittal Requirements – The following shall be included with the Plat submittal:

- ☐ Eight (8) copies of the completed application
- ☐ Submittal fee
- ☐ Eight (8) copies of the general land plan 24" x 36" folded into 8 ½" x 14"
- ☐ PDF copy of general land plan
- ☐ Three (3) copies of a Traffic Impact Analysis (Contact Engineering Dept. at 281-275-2870 to determine necessity)
- ☐ Two (2) sets of conceptual service plans (one-lines) for water, wastewater and drainage showing coordination with the City's master plans.
- ☐ Written information regarding fire service if in the extraterritorial jurisdiction.
- ☐ Parks calculations showing that City park requirements are being met (applies to residential only)
- ☐ If the applicant is submitting a revised general land plan, eight (8) copies of the previously approved general land plan must be submitted, as well.

Graphic Requirements – The following items shall be shown on the face of the General Land Plan:

Complete		Items Required on General Land Plan
1.	<input type="checkbox"/>	All information provided is legible and easily read. Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plan.
2.	<input type="checkbox"/>	Title block in the lower right-hand corner with the following elements: <input type="checkbox"/> Name of Development <input type="checkbox"/> Name and address of owner/ developer (Design firm) <input type="checkbox"/> Name and address of design firm (land planner/engineer) <input type="checkbox"/> Date <input type="checkbox"/> Type of amendment (if applicable)
3.	<input type="checkbox"/>	North Arrow, and other pertinent data oriented to the top of the sheet
4.	<input type="checkbox"/>	Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	<input type="checkbox"/>	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed site with respect to major thoroughfares, freeways, watercourses and ditches)
6.	<input type="checkbox"/>	The legal description of the tract according to the abstract and survey records of Fort Bend County, Texas (A metes and bounds description is not necessary).
7.	<input type="checkbox"/>	The perimeter of the boundary shall be drawn in bold solid line.
8.	<input type="checkbox"/>	The following within the property boundary are shown and labeled, when applicable: <input type="checkbox"/> Sugar Land City Limits <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey lines <input type="checkbox"/> Existing or proposed highways and streets <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs <input type="checkbox"/> The estimating phasing of development or the order of platting (if multiple phases) <input type="checkbox"/> All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement District (LIDs), airport zones, and special districts.
9.	<input type="checkbox"/>	The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): <input type="checkbox"/> The location, width, and names of all existing or platted streets or other public right-of way within 200 feet of the tract. <input type="checkbox"/> Corporate city limits (Sugar Land & others) <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey Lines <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs
11.	<input type="checkbox"/>	A general arrangement of land use areas, including residential tracts, multi-family tracts, commercial development, private open space, flood plains, drainage, and any public tracts (if public tracts are included) shown in standard/ conventional colors for the land use in compliance with the Future Land Use Plan.
12.	<input type="checkbox"/>	Major streets in compliance with: <input type="checkbox"/> Master Thoroughfare Plan <input type="checkbox"/> Transportation Impact Analysis (TIA)
13.	<input type="checkbox"/>	A conceptual plan or information showing the general order in which the tract is planned to be developed.
14.	<input type="checkbox"/>	A summary with acreage for each land use type

Disclaimer: General land plans are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.



SECTION 5:

PLATS

- Plat Information
- Flow Chart: Plat Process for Planning & Zoning
- Flow Chart: Administrative Plat Process
- Planning & Zoning Commission Plat Submittal Schedule
- Plat Application
- Preliminary Plat Checklist
- Final Plat Checklist
- Official Master Notes List for Final Plats in the ETJ & City Limits of Sugar Land
- City of Sugar Land Certification Blocks & Plat Owner's Dedication Block
- Plat Recordation Checklist



PLATS

Introduction

When a plat application is submitted, staff will review the request and send comments to the applicant on the third Friday after the request was submitted. The applicant may be directed to resubmit the corrected materials and/ or additional materials for staff to review for clearance. When staff comments have been addressed, the plat is certified as “filed.” (Note: The 30 day statutory review period for plats commences on the date the plat is certified as “filed.”)

Preliminary, Final, Short Form Final, Replats, and Vacation Plats

The Planning and Zoning Commission (P&Z) is the final authority for platting as per Chapter 5 of the Development Code and City Charter, unless a subdivision variance is sought, requiring the approval of City Council. Once staff has certified a plat as “filed”, the plat will be placed on the next P&Z agenda for action.

The City will provide to the applicant a copy of the written staff recommendation. If staff recommends denial, the applicant has the option to withdraw the plat. The Planning and Zoning Commission will consider the plat and the written recommendation at the regularly scheduled meeting and will either approve or deny the proposed plat. The Development Review Coordinator will furnish the applicant a letter indicating the outcome of the P&Z meeting. If the plat is approved, the letter will serve as the “Plat Certificate” under state law. If the plat is denied, the applicant must submit a new plat application, fee, and associated Submittal Requirements to begin the platting process.

Administrative Plats: Amending Plats and Minor Plats

Staff, by recommendation to the City Manager, may review an amending plat or minor plat for compliance with Section 5-15 or 5-16 of the Development Code. When all comments are addressed and staff approves the amending or minor plat, the City Manager and Mayor sign the plat for recordation. Staff may elect to present the amending plat to the Planning & Zoning Commission for approval or denial, as in the case of other plats. The City staff will not disapprove an amending or minor plat. If the City does not administratively approve the plat, it will be referred to the Planning and Zoning Commission for action under Chapter 5 and Chapter 212 of the Local Government Code.

Extension of Approval

Per the Development Code, preliminary plat approval expires if a final plat is not approved after one year. A final plat expires after one year if it is not recorded in the county records. The Commission may grant an extension of up to one year. To request an extension, the applicant must submit:

- a) Plat application,
- b) Letter of request 30 days prior to expiration date of approved final plat including reason for the extension request, and
- c) A PDF of approved plat.

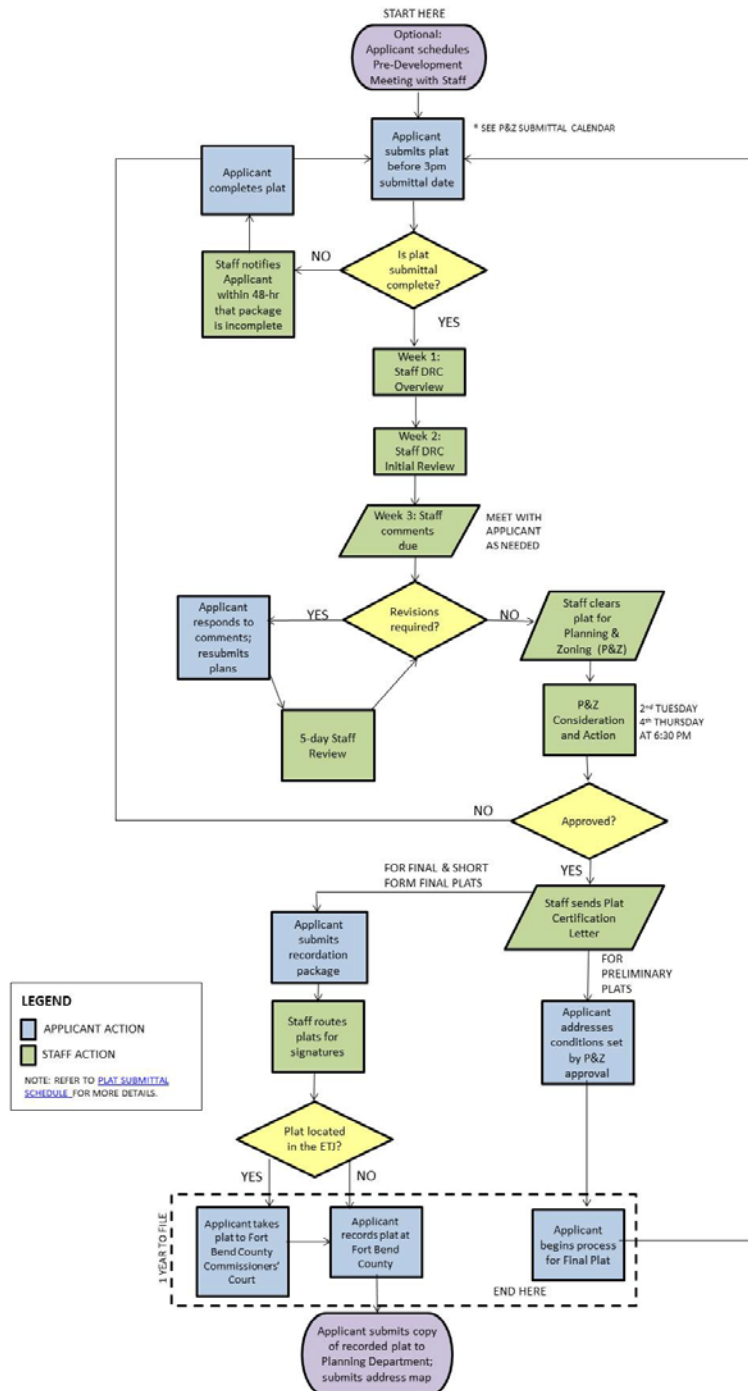
Plat Recordation

Following the approval by the Planning and Zoning Commission or by the City approval of a standard plat, amending or minor plat, the procedures on page 31 apply to recordation.



FLOW CHART: PLAT PROCESS FOR PLANNING & ZONING

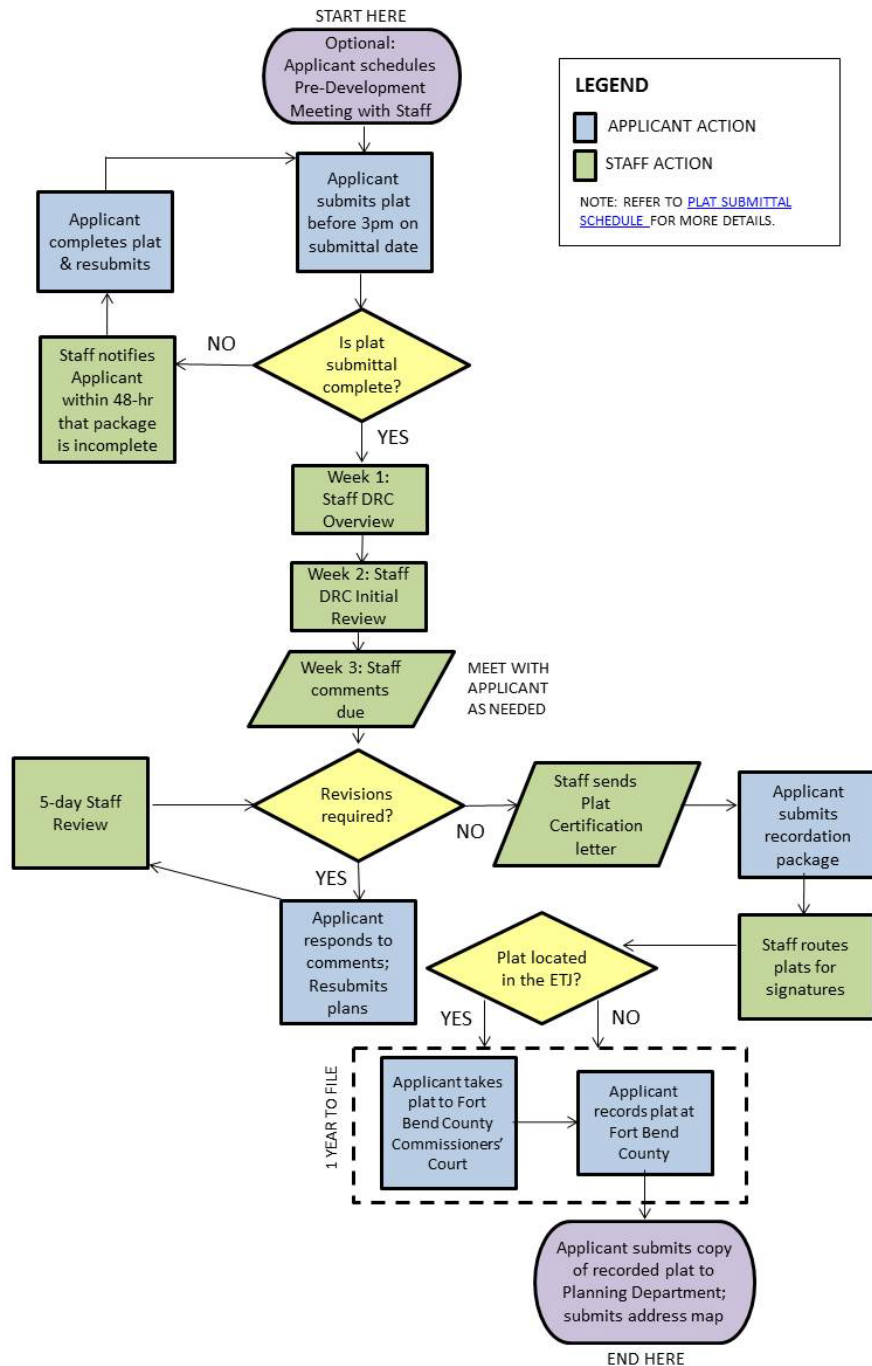
PRELIMINARY, FINAL, AND SHORT FORM FINAL PLATS





FLOW CHART: ADMINISTRATIVE PLAT PROCESS

MINOR AND AMENDING PLATS



City of Sugar Land Planning & Zoning Commission Plat Submittal Schedule 2015 (Rev. 1/2/15)

Please Note: Schedule is subject to change without notification. Please verify schedule with Development Planning Staff. Estimated Planning & Zoning Commission meetings are based on staff comments being cleared on the Last Day to Resubmit. If comments are not clear, the plat will be placed on a future P&Z agenda. Schedule only applies to P&Z plat submittals. Contact Development Planning Staff for schedules for other submittal types.

Staff will provide comment letters by noon when there is a “Next Day Resubmittal” deadline.

Submittal (By 3 PM)	Comments Due & Meet w/Applicant	Comment Letter Sent	Last Day To Resubmit (By 3 PM)	Planning & Zoning (Estimate)	Notes:
Dec 1, 2014	Dec 18, 2014	Dec 19, 2014	Dec 29, 2014	Jan 13	
Dec 8, 2014	Dec 23, 2014*	Dec 24, 2014	Dec 29, 2014	Jan 13	*Tuesday Comments Due & Meet w/Applicant: Closed Thurs., Dec. 25 & Fri., Dec. 26 Next Day Resubmittal
Dec 15, 2014	Dec 31, 2014*	Jan 2	Jan 7	Jan 22	*Wednesday comments due. Closed Thursday 1/1
Dec 22, 2014	Jan 8	Jan 9	Jan 26	Feb 10	
Dec 29, 2014	Jan 15	Jan 16	Jan 26	Feb 10	
Jan 5	Jan 22	Jan 23	Jan 26	Feb 10	Next Day Resubmittal
Jan 12	Jan 29	Jan 30	Feb 11	Feb 26	
Jan 16*	Feb 5	Feb 6	Feb 11	Feb 26	*Friday Submittal Closed Monday 1/19
Jan 26	Feb 12	Feb 13	Feb 23	Mar 10	
Feb 2	Feb 19	Feb 20	Feb 23	Mar 10	Next Day Resubmittal
Feb 9	Feb 26	Feb 27	Mar 11	Mar 26	
Feb 16	Mar 5	Mar 6	Mar 11	Mar 26	
Feb 23	Mar 12	Mar 13	Mar 27	Apr 14	
Mar 2	Mar 19	Mar 20	Mar 27	Apr 14	
Mar 9	Mar 26	Mar 27	Apr 8	Apr 23	
Mar 16	Apr 2*	Apr 2*	Apr 8	Apr 23	*Thursday letter sent. Closed Friday 4/3
Mar 23	Apr 9	Apr 10	Apr 27	May 12	
Mar 30	Apr 16	Apr 17	Apr 27	May 12	
Apr 6	Apr 23	Apr 24	Apr 27	May 12	Next Day Resubmittal
Apr 13	Apr 30	May 1	May 13	May 28	
Apr 20	May 7	May 8	May 13	May 28	
Apr 27	May 14	May 15	May 22*	June 9	*Friday Resubmittal Closed Monday 5/25
May 4	May 21	May 22	June 10	June 25	
May 11	May 28	May 29	June 10	June 25	
May 18	June 4	June 5	June 10	June 25	
May 22*	June 11	June 12	June 26	July 14	*Friday Submittal Closed Monday 5/25

Submittal (By 3 PM)	Comments Due & Meet w/Applicant	Comment Letter Sent	Last Day To Resubmit (By 3 PM)	Planning & Zoning (Estimate)	Notes:
June 1	June 18	June 19	June 26	July 14	
June 8	June 25	June 26	July 8	July 23	
June 15	July 2*	July 2*	July 8	July 23	*Thursday letter sent. Closed Friday 7/3
June 22	July 9	July 10	July 27	Aug 11	
June 29	July 16	July 17	July 27	Aug 11	
July 6	July 23	July 24	July 27	Aug 11	Next Day Resubmittal
July 13	July 30	July 31	Aug 12	Aug 27	
July 20	Aug 6	Aug 7	Aug 12	Aug 27	
July 27	Aug 13	Aug 14	Aug 24	Sept 8	
Aug 3	Aug 20	Aug 21	Aug 24	Sept 8	Next Day Resubmittal
Aug 10	Aug 27	Aug 28	Sept 9	Sept 24	
Aug 17	Sept 3	Sept 4	Sept 9	Sept 24	
Aug 24	Sept 10	Sept 11	Sept 28	Oct 13	
Aug 31	Sept 17	Sept 18	Sept 28	Oct 13	
Sept 4*	Sept 24	Sept 25	Sept 28	Oct 13	*Friday Submittal Closed Monday 9/7 Next Day Resubmittal
Sept 14	Oct 1	Oct 2	Oct 7	Oct 22	
Sept 21	Oct 8	Oct 9	Oct 26	Nov 10**	** 1 Meeting in November
Sept 28	Oct 15	Oct 16	Oct 26	Nov 10**	** 1 Meeting in November
Oct 5	Oct 22	Oct 23	Oct 26	Nov 10 **	** 1 Meeting in November Next Day Resubmittal
Oct 19	Nov 5	Nov 6	Nov 20*	Dec 8**	** 1 Meeting in December *Friday Resubmittal
Oct 26	Nov 12	Nov 13	Nov 20*	Dec 8**	** 1 Meeting in December
Nov 2	Nov 19*	Nov 19*	Nov 20*	Dec 8**	** 1 Meeting in December *Thursday letter sent & Friday Resubmittal due to holiday Next Day Resubmittal
Nov 16	Dec 3	Dec 4	Dec 28	Jan 12, 2016	
Nov 23	Dec 10	Dec 11	Dec 28	Jan 12, 2016	
Nov 30	Dec 17	Dec 18	Dec 28	Jan 12, 2016	
Dec 7	Dec 23*	Dec 23*	Dec 28	Jan 12, 2016	*Wednesday letter sent Closed Thursday 12/24 & Friday 12/25
Dec 14	Dec 31*	Dec 31*	Jan 13, 2016	Jan 28, 2016	*Thursday letter sent Closed Friday 1/1
Dec 21	Jan 7, 2016	Jan 8, 2016	Jan 13, 2016	Jan 28, 2016	
Dec 28	Jan14 , 2016	Jan 15, 2016	Jan 25, 2016	Feb 9, 2016	



PLAT APPLICATION

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: **PF**

2015 Fee: See below

Fee Required _____

Case No. _____ - _____

Return Your Submittal Monday from 8:00am- 3:00pm To Development Planning (Attn: Development Review Coordinator)

Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218

For Plat Submittal Requirements, please see the *Development Application Handbook* for the *Preliminary Plat Checklist* and *Final Plat Checklist* on Planning Department page at www.sugarlandtx.gov. **Plats will not be routed for review unless all Submittal Requirements are included with the plat.**

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Submittal Type	<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Short Form Final	<input type="checkbox"/> Preliminary Replat <input type="checkbox"/> Final Replat	<input type="checkbox"/> Amending Plat or Replat <input type="checkbox"/> Minor Plat or Replat	<input type="checkbox"/> Preliminary Plat Extension <input type="checkbox"/> Final Plat Extension <input type="checkbox"/> Vacation Plat
Fee	\$1,113 + \$3/lot + \$15.50 per acre or fraction in reserves	\$1,035 + \$3/lot + \$15.50 per acre or fraction in reserves	\$492	No Fee

Total Acreage _____ No. of Lots _____ Acres in Reserves _____

MUD _____ LID _____

Public Infrastructure Construction Plans (for Final Plats):

If Submitted at an earlier time:

☐ Included with Final Plat **OR**

Name on plan: _____

☐ Submitted at an earlier time

Date Submitted: _____

School District: ☐ Fort Bend ISD ☐ Lamar Consolidated ISD

Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Survey/Abstract No. _____

Geographic Location _____

Types of Uses (Check all that apply) ☐ Single-Family Residential ☐ Commercial/ Industrial
☐ Multi-Family Residential ☐ Business/ Office

CONTACT INFORMATION

Project Representative: ☐ Engineer ☐ Land Planner ☐ Surveyor

Contact Person _____

Company _____

Phone _____ Email _____

Additional Contact: ☐ Engineer ☐ Land Planner ☐ Surveyor

Contact Person _____

Company _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature Date

Property Owner (Please Note - the Property Owner's Information Must be provided):

Name _____

Company _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

I am the owner of the property for which this application is being made. I authorize

_____ (Project Representative) to submit this application and

to correspond with the City of Sugar Land regarding this application on my behalf.

X _____

Property Owner's Signature (Required) Date

For submittal deadlines and the Planning & Zoning Commission meeting schedule, please the *Development Application Handbook* for the *Plat Submittal Schedule* on the Planning Department page at www.sugarlandtx.gov.

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____

Location: _____

Applicant/Contact: _____

Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standards.

Applicant's Signature: _____ Date: _____



Preliminary Plat Checklist

Plat Name:	Reviewer:
Plat Type:	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ*

Submittal Requirements – The following shall be included with the plat submittal:

- ☐ Seven (7) copies of completed application form
- ☐ Required fee paid
- ☐ Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"
- ☐ PDF copy of Preliminary Plat submittal
- ☐ Two (2) copies of utility one-line drawings with pipe sizes shown
- ☐ Letters verifying that the plat has been sent to the following entities for review:

For all plats:

- ☐ CenterPoint Energy
- ☐ MUD
- ☐ LID
- ☐ Appropriate ISD (Fort Bend or Lamar Consolidated)
- ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here:

Additional letters required for plats in COSL ETJ*

- ☐ FB County Drainage District
- ☐ FB County Engineer
- ☐ Box Exhibit, **Residential Plats only**
- ☐ One (1) 11" x 17" copy of the approved General Land Plan with proposed section shown, **if applicable**
- ☐ Two copies of each existing easement filed by separate instrument, **if applicable**
- ☐ Two copies of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance request, **if applicable**: request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable**: request must include justification based on the criteria found in Division 1.8.2 of the Design Standards

* ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval.

Plat Submittal Schedule can be found in the Planning Department page on the City's website.

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete	Items Required on Preliminary Plat
1.	<input type="checkbox"/> All information provided is legible and easily read
2.	<input type="checkbox"/> Title block in the lower right-hand corner with the following elements: <ul style="list-style-type: none"> <input type="checkbox"/> Type of plat (Preliminary Plat of...) <input type="checkbox"/> Name of plat <input type="checkbox"/> Name and address of both owner and developer <input type="checkbox"/> Name of development <input type="checkbox"/> Date <input type="checkbox"/> Location ETJ or COSL <input type="checkbox"/> Total Acreage <input type="checkbox"/> County <input type="checkbox"/> Survey and Abstract # <input type="checkbox"/> Prepared by:
3.	<input type="checkbox"/> North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	<input type="checkbox"/> Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	<input type="checkbox"/> Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
6.	<input type="checkbox"/> Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
7.	<input type="checkbox"/> Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
8.	<input type="checkbox"/> The following are shown and labeled, when applicable : <ul style="list-style-type: none"> <input type="checkbox"/> Sugar Land City Limits <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> All special district boundaries <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey lines <input type="checkbox"/> Existing easements, in italics, including recordation information <input type="checkbox"/> Public access easements <input type="checkbox"/> Existing or proposed highways and streets, including proposed street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs
9.	<input type="checkbox"/> The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): <ul style="list-style-type: none"> <input type="checkbox"/> All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number <input type="checkbox"/> Corporate city limits (Sugar Land & others) <input type="checkbox"/> ETJ Limits (Sugar Land & others)

		<input type="checkbox"/> All special district boundaries <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey Lines <input type="checkbox"/> Existing easements, including recordation information <input type="checkbox"/> Existing or proposed streets & alleys <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs												
10.	<input type="checkbox"/>	Land uses consistent with General Land Plan and/or zoning												
11.	<input type="checkbox"/>	Proposed arrangement of residential blocks: <input type="checkbox"/> 500' minimum block length <input type="checkbox"/> 1200' maximum block length												
12.	<input type="checkbox"/>	Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ): <input type="checkbox"/> Lot and block numbers <input type="checkbox"/> Lot dimensions (to the nearest whole number) <input type="checkbox"/> Minimum lot depth <input type="checkbox"/> Minimum lot width – corner lots require extra 10' <input type="checkbox"/> Minimum lot area												
13.	<input type="checkbox"/>	Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ): <input type="checkbox"/> Front building lines <input type="checkbox"/> Street side building lines <input type="checkbox"/> Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots												
14.	<input type="checkbox"/>	Proposed arrangement of all non-single-family reserves , including commercial, multifamily & all types of open space reserves: <input type="checkbox"/> Labeled using letters <input type="checkbox"/> Reserve dimensions (to the nearest whole number) <input type="checkbox"/> For reserves intended for structures, include the minimum building lines along all streets												
15.	<input type="checkbox"/>	If reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted (see example below) : <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Reserve</th> <th>Land Use</th> <th>Size (Acres)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Commercial</td> <td>1.09</td> </tr> <tr> <td>B</td> <td>Landscape/drainage</td> <td>.13</td> </tr> <tr> <td>C</td> <td>Unrestricted</td> <td>.59</td> </tr> </tbody> </table>	Reserve	Land Use	Size (Acres)	A	Commercial	1.09	B	Landscape/drainage	.13	C	Unrestricted	.59
Reserve	Land Use	Size (Acres)												
A	Commercial	1.09												
B	Landscape/drainage	.13												
C	Unrestricted	.59												
16.	<input type="checkbox"/>	Parkland dedicated as required by Development Code and/or General Land Plan												
17.	<input type="checkbox"/>	Major streets in compliance with: <input type="checkbox"/> Master Thoroughfare plan <input type="checkbox"/> Transportation Impact Analysis (TIA) <input type="checkbox"/> General Land Plan												
18.	<input type="checkbox"/>	All streets and other ROW dedications in compliance with: <input type="checkbox"/> Street Centerline radius <input type="checkbox"/> Maximum cul-de-sac length (1200' for residential streets, 500' for commercial streets)												

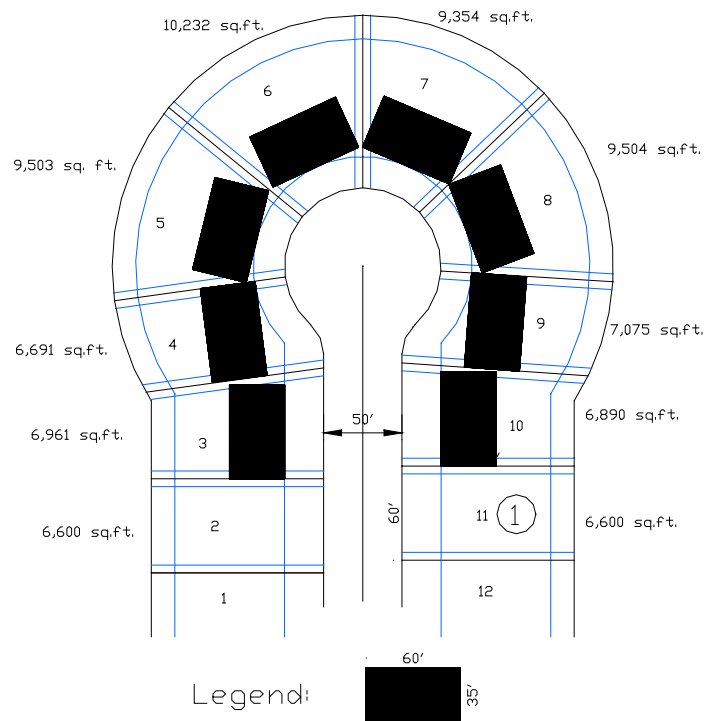
		<input type="checkbox"/> Intersections at 90° angles <input type="checkbox"/> Minimum right-of-way widths <input type="checkbox"/> Intersection spacing																						
19.	<input type="checkbox"/>	Access to a collector street for every 75 lots																						
20.	<input type="checkbox"/>	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)																						
21.	<input type="checkbox"/>	One-foot buffer reserve along ROW adjacent to unplatted land																						
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23.	<input type="checkbox"/>	The following are not shown: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed easements (unless providing a public access easement) <input type="checkbox"/> Master notes <input type="checkbox"/> Certification blocks 																						

Separate Exhibit – The following item shall be included with residential plats:

24.	<input type="checkbox"/>	Box Exhibit information (see additional information & example below): <ul style="list-style-type: none"> <input type="checkbox"/> Required building line shown per Zoning District or Subdivision Regulations <input type="checkbox"/> Boxes situated directly on required building lines <input type="checkbox"/> Table showing square footage for all lots not comprised of right angles
-----	--------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Box Exhibit: On residential plats, the applicant shall provide a *separate exhibit* showing the graphic portion of the plat only. This exhibit shall be dimensioned and plotted at the same scale as the preliminary plat itself. It shall include the area, in square feet, of each lot. On each non-perpendicular lot (lots on any curved street or cul-de-sac), it shall include a box that fits between the side *lot lines* and is equal to the minimum lot requirements. Note that corner lots will be larger in most zoning districts and shall have a different box size, as necessary. The box shall be placed along the shortest tangent to the *required front building line* of the lot (see Section 5-24 of the City of Sugar Land Subdivision Regulations). The box is for graphical purposes only, and does not represent the proposed building footprint. (The box exhibit example shown below represents those lots located in the R-1 or the HR-1 districts in the City and the minimum lot width required in the ETJ.)

Box Exhibit:



NOTE: The boxes are not house pads.

Disclaimer:

Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.



Final Plat Checklist

(Includes Short Form Final, Amending, & Minor Plats)

Plat Name:	Reviewer:
Plat Type:	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ*

Submittal Requirements: The following shall be included with plat submittal:

- ☐ Seven (7) copies of completed application form
- ☐ Required fee paid
- ☐ Seven (7) copies of the plat 24" x 36" folded into 8½" x 14"
- ☐ PDF copy of Final Plat submittal
- ☐ Two (2) signed & sealed closure reports that meet the Texas Board of Professional Land Surveying requirements
- ☐ One (1) recent copy of title report/city planning letter
- ☐ Two (2) copies of Metes & Bounds Description
- ☐ Public Infrastructure Requirements
- ☐ **Final & Short Form Final Plats:** Construction Plans:
 - ☐ Included with Final Plat **OR**:
 - ☐ Submitted at an earlier time:
 - Name of plan & Date Submitted: _____
- ☐ **Amending & Minor Plats:** two (2) copies of utility one-lines showing existing public utilities
- ☐ No objection letters from all applicable entities:
 - For all plats:**
 - ☐ CenterPoint Energy
 - ☐ MUD
 - ☐ LID
 - ☐ Appropriate ISD (Fort Bend or Lamar Consolidated) (only for plats containing residential land use)
 - ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here: _____

Additional letters required for plats in COSL ETJ*

- ☐ FB County Drainage District
- ☐ FB County Engineer
- Note:** If staff has not received all required approval letters by the date of the Planning and Zoning Commission meeting, the plat will be pulled from the agenda without notifying the owner or applicant.
- ☐ **Replats and Amending Plats:** seven (7) copies of the original plat
- ☐ One (1) 11" x 17" copy approved General Land Plan with the proposed section shown, **if applicable**
- ☐ Two copies of each existing easement filed by separate instrument, **if applicable**
- ☐ Two copies of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance application, **if applicable:** request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable:** request must include justification based on the criteria found in Division 1.8.2 of the Design Standards

*** ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval**
Plat Submittal Schedule can be found on the Planning page on the City's website

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete		Items Required For Final Plat
1.	<input type="checkbox"/>	All information provided is legible and easily read.
2.	<input type="checkbox"/>	<p>Title block in the lower right-hand corner with the following elements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of plat (“Final Plat” shall not be included in the title, but Replat & Amending Plat shall be included when applicable), for example: Correct: Shady, Acres, Section One, A Replat Correct: Shade Acres, Section One, An Amending Plat Incorrect: Shady Acres, Section One, A Final Plat Incorrect: A Final Plat of Shady Acres, Section One <input type="checkbox"/> Name of plat <input type="checkbox"/> Name and address of both owner and developer <input type="checkbox"/> Name of development (if not part of plat name) <input type="checkbox"/> Date <input type="checkbox"/> Location ETJ or COSL <input type="checkbox"/> Total Acreage <input type="checkbox"/> County <input type="checkbox"/> Survey and Abstract # <input type="checkbox"/> Prepared by: <input type="checkbox"/> Reason for replat or amending plat, if applicable
3.	<input type="checkbox"/>	North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	<input type="checkbox"/>	Scale – 1”:10’, 1”:20’, 1”:30’, 1”:40’, 1”:50’, 1”:60’, 1”:100’ or as approved by the Director
5.	<input type="checkbox"/>	All dimensions shown to the hundredth decimal point
6.	<input type="checkbox"/>	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
7.	<input type="checkbox"/>	Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
8.	<input type="checkbox"/>	Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
9.	<input type="checkbox"/>	<p>The following are shown and labeled, when applicable, with in the plat boundary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sugar Land City Limits <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> All special district boundaries <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey lines <input type="checkbox"/> Existing easements, in italics, including recordation information <input type="checkbox"/> Existing or proposed highways and streets, including street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROW

10.	<input type="checkbox"/>	<p>The name and location of the following if within 200 feet of the plat boundary – (drawn to the same scale and shown in dotted lines):</p> <ul style="list-style-type: none"> <input type="checkbox"/> All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number <input type="checkbox"/> Corporate City limits (Sugar Land & others) <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> All special district boundaries <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey Lines <input type="checkbox"/> Existing easements, including recordation information <input type="checkbox"/> Existing or proposed streets & alleys <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs 												
11.	<input type="checkbox"/>	Land uses consistent with General Land Plan and/or zoning												
12.	<input type="checkbox"/>	<p>Proposed arrangement of residential blocks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 500' minimum block length <input type="checkbox"/> 1200' maximum block length 												
13.	<input type="checkbox"/>	<p>Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lot and block numbers <input type="checkbox"/> Lot dimensions (dimensions required to the decimal point) <input type="checkbox"/> Minimum lot depth <input type="checkbox"/> Minimum lot width – corner lots require extra 10' <input type="checkbox"/> Minimum lot area 												
14.	<input type="checkbox"/>	<p>Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front building lines <input type="checkbox"/> Street side building lines <input type="checkbox"/> Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots 												
15.	<input type="checkbox"/>	<p>Proposed arrangement of all non-single-family reserves, including commercial, multifamily & all types of open space reserves:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Labeled using letters <input type="checkbox"/> Reserve dimensions (dimensions required to the decimal point) <input type="checkbox"/> For reserves intended for structures, include the minimum building lines along all streets 												
16.	<input type="checkbox"/>	<p>If Reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted (see example below):</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Reserve</th> <th>Land Use</th> <th>Size (Acres)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Commercial</td> <td>1.09</td> </tr> <tr> <td>B</td> <td>Landscape/drainage</td> <td>0.13</td> </tr> <tr> <td>C</td> <td>Unrestricted</td> <td>0.59</td> </tr> </tbody> </table>	Reserve	Land Use	Size (Acres)	A	Commercial	1.09	B	Landscape/drainage	0.13	C	Unrestricted	0.59
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17.	<input type="checkbox"/>	Parkland dedicated as required by Development Code and/or General Land Plan												

18.	<input type="checkbox"/>	Major streets and other ROW dedications in compliance with: <ul style="list-style-type: none"> <input type="checkbox"/> Master Thoroughfare plan <input type="checkbox"/> Transportation Impact Analysis (TIA) <input type="checkbox"/> General Land Plan 																											
19.	<input type="checkbox"/>	All streets in compliance with: <ul style="list-style-type: none"> <input type="checkbox"/> Street Centerline radius <input type="checkbox"/> Maximum cul-de-sac length (1200' for residential streets, 500' for commercial streets) <input type="checkbox"/> Intersections at 90° angles <input type="checkbox"/> Minimum right-of-way widths <input type="checkbox"/> Intersection spacing 																											
20.	<input type="checkbox"/>	Access to a collector street for every 75 lots																											
21.	<input type="checkbox"/>	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)																											
22.	<input type="checkbox"/>	One-foot buffer reserve along ROW adjacent to unplatted land																											
23.	<input type="checkbox"/>	<p>Line and curve tables (see examples below):</p> <p>Curve Table:</p> <table border="1"> <thead> <tr> <th>Curve</th> <th>Radii</th> <th>Arc Length</th> <th>Chord Direction</th> <th>Chord Length</th> <th>Central Angle</th> </tr> </thead> <tbody> <tr> <td>C1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Line Table:</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Bearing</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td>L1</td> <td></td> <td></td> </tr> <tr> <td>L2</td> <td></td> <td></td> </tr> </tbody> </table>	Curve	Radii	Arc Length	Chord Direction	Chord Length	Central Angle	C1						C2						Line	Bearing	Length	L1			L2		
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25.	<input type="checkbox"/>	<p>Benchmark description:</p> <p>Provide a permanent benchmark and description shown as part of the City of Sugar Land Geodetic Survey Control. The control map and descriptions can be found on the Engineering web page. In addition, provide the description of the Temporary Benchmark utilized for the site and confirm (via description) it was tied to SGR14R. The permanent benchmark should be used to set the temporary benchmark (see example below):</p> <p>City of Sugar Land Geodetic Control Station, SGR-14R, located at the intersection of Brooks Street (Spur 58) and Brooks Lake, from the intersection of SH6 and Brooks Street, North 0.2 miles to the</p>																											

		benchmark on the right. Elev. =79.1700'
26.	<input type="checkbox"/>	Metes & bounds description is consistent with the closure report
27.	<input type="checkbox"/>	Label controlling monuments
28.	<input type="checkbox"/>	Label Point of Beginning (POB) and Point of Commencement (POC) with state plane coordinate as required
29.	<input type="checkbox"/>	State basis of bearing, for example: Basis of bearing is the North Line of XYZ Road (insert recorded bearing) as recorded by plat in Vol. 1234, page 567, plat records of Fort Bend County
30.	<input type="checkbox"/>	The minimum Finish Floor (slab in ETJ) elevation shall be labeled on each individual lot that back up to creeks, channels, ponds, ditches, SFHA, drainage easement, etc., for example: FF = 74.5 ft (per Sec. 8.2 of Design Standards)
31.	<input type="checkbox"/>	<p>Certification & dedication blocks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> City of Sugar Land Plat Certification Blocks (Planning and Zoning Commission Approval, Administrative Approval- Amending Plat, Administrative Approval- Minor Plat) <input type="checkbox"/> County Clerk's Certification Block <input type="checkbox"/> Owner's Dedication Block & Notary Block <input type="checkbox"/> A signature block for Lien holder's certification (include printed name & title)and notarization (if applicable) <input type="checkbox"/> Surveyor's Certification Block <input type="checkbox"/> Adequate space for clerk's certificate information including: "Filed in Plat No. _____ of the Plat Records of Fort Bend County, Texas" <p>County Engineer & Commissioners' Court certification block (only on plats in COSL ETJ)</p>
32.	<input type="checkbox"/>	Master Notes are matched to the correct note numbers; If a note is omitted, label as "Master Note N/A" (all omitted notes shall be removed from mylars, see instructions on Master Notes List)
33.	<input type="checkbox"/>	Plat is consistent with approved Preliminary Plat, and all Planning & Zoning Commission conditions of Preliminary Plat approval have been met

Additional Requirements (separate documents as required):

34.	<input type="checkbox"/>	For any easement that crosses or overlaps another easement, documentation has been provided stating whether the easement is exclusive or non-exclusive
35.	<input type="checkbox"/>	Title report/city planning letter is consistent with owners, easements, and lienholders shown on the plat
36.	<input type="checkbox"/>	<p>Metes & bounds legal description including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ownership <input type="checkbox"/> Deed Reference <input type="checkbox"/> Survey, abstract, county and state <input type="checkbox"/> Metes and Bounds (Matching the graphic) <input type="checkbox"/> Total area in Acres and square feet

Disclaimer: Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.

Revised January 2015
MASTER NOTES LIST FOR PLATS
IN THE ETJ AND CITY LIMITS OF SUGAR LAND

The following Master Notes are intended to create consistency amongst plats filed within the City of Sugar Land City Limits and Extraterritorial Jurisdiction. The plat preparer should use professional judgment, in coordination with City Staff, to determine which notes apply and are to be utilized on each plat. Any language below in bold typeface or italics indicate a clarifier provided to the plat preparer, and is not intended to be placed on the face of the plat. **All notes shall be shown on the plat in the order they appear, using the number assigned in the following Master Note List. Prior to preparation of plat mylars, all Master Notes listed as “Master Note N/A” shall be removed from the face of the plat; however, remaining notes shall not be renumbered.**

Required Notes:

Note: Notes 1 – 13 shall not be modified unless Staff indicates otherwise.

- 1.) Elevations used for delineating contour lines are based upon NAVD 1988 datum, 2001 adjustment.
- 2.) All bearings referenced to the Texas State Plane coordinate system, south central zone.
- 3.) This plat was prepared to meet City of Sugar Land and Fort Bend County requirements.
- 4.) This plat was prepared from information furnished by _____, g.f. no. _____, effective date _____. The surveyor has not abstracted the above property.
- 5.) This plat lies wholly within Municipal Utility District No. _____, Levee Improvement District No. _____, Fort Bend Subsidence District, Fort Bend County Drainage District, Fort Bend Independent School District **(or)** Lamar Consolidated Independent School District, and the ETJ of the City of Sugar Land **(or)** City limits of Sugar Land, and Fort Bend County.
- 6.) *Use the following note for plats requiring Planning and Zoning Commission approval:*
Approval of this plat will expire one year from Planning and Zoning commission approval if not recorded in the Real Property Records of the county of Fort Bend.

OR

Use the following note for plats requiring administrative approval:

Approval of this plat will expire one year from City approval if not recorded in the Real Property Records of the county of Fort Bend.

- 7.) There are no pipelines or pipeline easements within the limits of the subdivision

OR

The pipelines and/or pipeline easements within the limits of the subdivision are as shown.

- 8.) All landscaping and structures, including fences, at intersections shall conform to the City of Sugar Land and AASHTO site distance requirements for motorists.

- 9.) No owner of the land subject to an easement may place, build or construct any permanent building, structure or obstruction of any kind over, under or upon the easement, provided that such owner may cross or cover the easement with a paved driveway/parking lot under the following conditions. The driveway shall be jointed at the boundary line of the easement to limit the amount of paving that must be removed to provide access, and there shall be no obligation of the City to replace/repair any paving removed in the exercise of this easement.
- 10.) Wood shingles are hereby prohibited within this subdivision.

SIDEWALK NOTES:

- 11.) *Use the following note for residential plats:*
Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets where houses will not front or side. (Does not apply to US59 and Grand Parkway) Homebuilders shall construct sidewalks along streets on which homes front and along streets on which homes side before certificates of occupancy will be issued.

OR

Use the following note for non-residential plats:

Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets non-residential construction will not front or side. (Does not apply to US59 and Grand Parkway) Commercial building developers shall construct sidewalks along streets on which non-residential construction front and along streets on which non-residential construction side before certificates of occupancy will be issued.

SIDEWALK NOTE MODIFICATION ON ETJ PLATS:

For ETJ plats, replace “acceptance of streets” with “certification of compliance of streets” and remove “before certificates of occupancy will be issued”

DRAINAGE NOTES:

- 12.) **(Subdivision name)** lies within **(shaded or unshaded)** zone _____ as per flood insurance rate map, map number _____, dated _____.

OR

If a Letter of Map Revision (LOMR) has been issued for the area to be platted, the applicant shall create a custom note to be approved by the City of Sugar Land Engineering Department.

- 13.) The minimum Finish Floor (Slab) elevation shall be _____ feet, one foot above top of curb, 1.5 feet above natural ground, or, if applicable, as indicated on individual lot, whichever elevation is higher. Natural ground contours indicated are prior to development of the tract.

ADDITIONAL NOTES:

Note: If any notes are not applicable, please indicate “Master Note N/A” next to the applicable note number

(Example: 14. “Master Note N/A”)

DRAINAGE NOTES:

*Notes 14 & 15 are **only** for properties within the area bounded by the intersections of U.S. Highway 90A, U.S. Highway 59, and Commerce Green Boulevard that have drainage requirements established by Ordinance No. 1129 (in 1998).*

- 14.) The drainage system for this property shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend County drainage criteria manual. This property is subject to the drainage requirements imposed by City of Sugar Land Ordinance No. 1129 effective June 15, 1998 which specifies drainage requirements for this area.
- 15.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered Professional Engineer.

Include note 16 for all plats not subject to notes 14 & 15. If there are no residential lots, include notes 16 & 17.

- 16.) The drainage system for this subdivision shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend county drainage criteria manual which allows street ponding during intense rainfall events.
- 17.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered professional engineer illustrating available outfall and/or detention capacity.

NOTES REQUIRED ONLY FOR PLATS IN THE CITY OF SUGAR LAND:

- 18.) *Use the following note for plats located in a primary zoning district:*
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein.

OR

Use the following note for plats located in a Planned Development (PD) zoning district:
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein. This property is also subject to Planned Development Ordinance No. _____ and all regulations set forth therein.

- 19.) *Use the following note for plats located in a primary zoning district:*
All lots and reserves shall have minimum side and rear setbacks as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

OR

Use the following note for plats located in a Planned Development (PD) zoning district:

All lots and reserves shall have minimum side and rear setbacks as defined by Planned Development Ordinance No. _____ or as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

- 20.) As required by Chapter Five, Article V, Section 5-35(f) of the Development Code, the City shall not issue any permits for construction within the subdivision within the corporate limits, except permits to construct public improvements, until such time as all public improvements of the subdivision have been constructed and accepted by the City or a certified check, performance bond or letter of credit is provided to and accepted by the City.

NOTE FOR SUBDIVISION PLATS (RESIDENTIAL OR NON-RESIDENTIAL) WITH STREET RIGHT-OF-WAY ABUTTING UNPLATTED PROPERTY:

- 21.) One-foot reserve dedicated for buffer purposes to the public in fee as a buffer separation between the side or end of streets where such streets abut adjacent property. The condition of such dedication being that when the adjacent property is subdivided or re-subdivided in a recorded plat, the one-foot reserve shall thereupon become vested in the public for street right-of-way purposes and the fee title thereto shall revert to and revest in the dedicator, their heirs, assigns or successors.

NOTES FOR NON-RESIDENTIAL PLATS:

- 22.) *Use one of the following notes for plats within the City Limits:*

For plats in a primary zoning district:

Building height restrictions shall apply when non-residential property abuts residential property as specified in the Development Code of the City of Sugar Land.

OR

For plats in a Planned Development (PD) zoning district:

Building height restrictions shall apply when non-residential property abuts residential property as defined by Planned Development Ordinance No. _____ or as specified in the Development Code of the City of Sugar Land

- 23.) *The following note or a similar note should be placed only on plats where it is determined cross access or joint access is appropriate:*
Cross access (**or joint access**), is provided for the reserves as noted within the separate instrument of FBCC File No. _____.

NOTES FOR NON-RESIDENTIAL PLATS:

- 24.) Site plans shall be submitted to the City of Sugar Land for staff review and approval prior to construction. Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to the standards in Chapter Five, Article VIII of the Development Code of the City of Sugar Land.

NOTES FOR RESIDENTIAL PLATS:

- 25.) All building line transitions shall be at 45 degree angles to the straight side lot line where the transition occurs.
- 26.) Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to Chapter Five, Article VIII of the Development Code of the City of Sugar Land.

NOTES FOR PLATS WITH PRIVATE COMMON SPACES:

- 27.) All lake/detention tracts, easements, open space, or other common areas within the boundaries of this plat shall be maintained by the applicable homeowners' association, Levee Improvement District, or other perpetual private entity. Homeowners' associations shall be established in accordance with Chapter Five, Article IV, Section 5-34 of the Development Code of City of Sugar Land.

NOTE REQUIRED FOR PLATS CONTAINING STREETS: (CITY ONLY)

- 28.) Street light design plans, in accordance with the City of Sugar Land Design Standards, shall be submitted to the City of Sugar Land for staff review and approval prior to installation of street lights.

NOTES REQUIRED ONLY FOR PLATS IN THE ETJ:

- 29.) All lots and reserves shall have minimum side and rear building setbacks as specified in Chapter Five, Article III, Section 5-25 Building Lines, of the Development Code of the City of Sugar Land.
- 30.) *Use the following note for residential plats in the ETJ:*
Within Sugar Land's ETJ, all garages shall be set back a minimum of twenty (20) feet from the street right-of-way on corner lots, when said lot is a side loading lot. A side loading lot is a corner lot with a side loading garage or carport.

NOTES REQUIRED FOR PLATS WITHIN THE BOUNDARIES OF THE SUGAR LAND REGIONAL AIRPORT LAND USE ZONING MAP:

- 31.) This property is located within the boundaries of the Sugar Land regional airport land use zoning map and is subject to Sugar Land regional airport zoning regulations as contained within Chapter Nine of the Development Code of the City of Sugar Land.

OTHER NOTES REQUIRED IN SPECIAL CIRCUMSTANCES:

- 32.) *Use the following note when property has aviation-related easements with City of Sugar Land filed for record. Ex. Telfair & Imperial:*
This property is subject to an aviation and noise intrusion easement granted to the City of Sugar Land, as recorded in F.B.C.C.F. No. _____.
- 33.) *Use the following note when private streets are included in a plat (to provide emergency access and maintenance):*

Private street reserve “**(street name)**” shall provide access to police, fire, emergency vehicles, utility operations and maintenance, and other municipal personnel as needed.

- 34.) *Use the following note for zero lot line residential subdivisions (a.k.a. patio homes) to provide maintenance access to the side of the building at the zero property line:*
► indicates zero lot line side of the lot and a 3 foot maintenance access easement is dedicated in the abutting lot along the side property line of each zero lot line indicated.
- 35.) *Use the following note when a double frontage lot fronts on an arterial street as identified in the Master Thoroughfare Plan:*
Lot(s) **(lot # - lot #)** of Block _____ shall not have direct access to **(arterial name)**.

Required Note:

- 36.) All numbers omitted above are City of Sugar Land Master Notes that do not apply to this property and were intentionally omitted.

All Custom Notes Shall be in Chronological Order Starting with Note 37.

City of Sugar Land Plat Certification Blocks

Planning and Zoning Commission Approval

This is to certify that the Planning and Zoning Commission of the City of Sugar Land, Texas has approved this plat and subdivision of _____ in conformance with the laws of the State of Texas and the ordinances of the City of Sugar Land as shown hereon and authorizes the recording of this plat this _____ day of _____, 20____.

Kathy Huebner, Chair

Glenda Gundermann, City Secretary

Administrative Approval- Amending Plat

This is to certify that this plat is an amending plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-15 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

James A. Thompson, Mayor

Glenda Gundermann, City Secretary

Allen Bogard, City Manager

Administrative Approval- Minor Plat

This is to certify that this plat is a minor plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-16 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

James A. Thompson, Mayor

Glenda Gundermann, City Secretary

Allen Bogard, City Manager

County Clerk Approval Block

I, Laura Richard, County Clerk in and for Fort Bend County, do hereby certify that the foregoing instrument with its certificate of authentication was filed for recordation in my office on _____, 20, ___, at _____ o'clock __.M., in Plat No. _____ of the plat records of said county.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

Laura Richard, County Clerk
Fort Bend County, Texas

By: _____
Deputy

Owner' Dedication Block

The Undersigned, _____, a **(state)** Corporation (herein called "Owner"), Owner of the property subdivided in the above and foregoing plat of _____ does hereby make subdivision of said property according to the lines, streets, lots, building lines, and easements shown thereon and designate said subdivision as _____, _____ acres, located in the _____ League, Abstract Number _____, Fort Bend County, Texas, and hereby dedicates to public use as such, the streets and easements shown thereon forever and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets dedicated or occasioned by the alteration of the surface of any portion of streets to conform to such grades, and does hereby bind itself, its successors and assigns to warrant and defend forever the title to the land so dedicated.

In testimony, whereof, _____, has caused these presents to be signed by _____, and its common seal hereunto affixed this _____ day of _____, 20____.

Notary Public in and for the state of _____

My commission expires: _____

Lienholder's Acknowledgement and Subordination Statement

I (**or we**), (**name of mortgagee or names of mortgagees**), owner and holder (**or owners and holders**) of a lien (**or liens**) against the property described in the plat known as _____, against the property described in instrument of record in Volume _____, Page _____, of the Official Records (**or Deed of Trust Records**) of Fort Bend County, Texas, do hereby in all things subordinate to said plat said lien(s) and I (**or we**) hereby in all things subordinate to said plat said lien(s) and I (**or we**) hereby confirm that I am (**or we are**) the present owner (**or owners**) of said lien(s) and have not assigned the same nor any part thereof.

This _____ day of _____, 20__.

By: _____

Name: _____

Title: _____

Note: Repeat as necessary and provide additional Notary Public Block.

Notary Public Acknowledgement for all Signatures

State of _____

County of _____

Before me, the undersigned authority, on this day personally appeared **(names of persons signing the plat, owners, corporation officers and lienholder), (corporation titles if appropriate)**, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purposes and considerations therein expressed **(for corporations add: “and in the capacity therein and herein set out, and as the act and deed of said corporation”)**.

Given under my hand and seal of office, this _____ day of _____, of 20__.

Notary Public in and for the state of _____

My commission expires: _____

Registered Surveyor's Block

“I, **(full name)**, a Registered Professional Land Surveyor of the State of Texas, hereby certify that this subdivision is true and correct; was prepared from an actual boundary survey of the property made on the ground under my supervision according to the standards of practice of the Texas Board of Professional Land Surveyors; that the plat boundary corners have been tied to the nearest street intersection; that the (optional: perimeter) boundary corners, angle points, points of curvature/tangency and other points of reference were marked on the ground before I signed and sealed this document; and that all previously existing property markers are sufficiently described on this document as found and all set markers are a minimum 5/8-inch diameter iron rod with surveyor's cap.”

If only perimeter corners are set at the time the plat is signed and sealed, add the following statement:

“The interior corners of this subdivision were not set at the time this plat was signed and sealed by me. These corners are expected to be set after construction of the public infrastructure and final grading within the subdivision.”

(Surveyor's Name), R.P.L.S.

Texas Registration No. _____

Date

**Additional Certification Block for Plats in the ETJ
County Engineer and Commissioners' Court Approval Block**

I, _____, Fort Bend County Engineer, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the Fort Bend County Commissioners' Court. However, no certification is hereby given as to the effect of drainage from this subdivision on the intercepting artery or parent stream or on any other area or subdivision within the watershed.

Fort Bend County Engineer

Approved by the Commissioners' Court of Fort Bend County, Texas, this _____ day of _____, 20__.

Precinct 1, County Commissioner

Precinct 2, County Commissioner

Precinct 3, County Commissioner

Precinct 4, County Commissioner

County Judge



Plat Recordation Checklist

Plat Name: _____

Plat Type:

- ☐ P&Z Approval
- ☐ Administrative Approval

Recordation Package Checklist:

- ☐ 1 Plat mylar (only 1 copy is required, additional copies may be submitted. Number of copies submitted:
 - Verify Title Report Note is completed (Master Note 4) and matches.
 - Verify all outside signatures and dates (Owner, Surveyor, Notary, etc.) are completed and legible (not blurred)
 - No stickers for stamps (unless very sticky and well affixed)
- ☐ Plat in DGN, DXN, DWG format (on disk or via email)
- ☐ 1 Title Commitment or City Planning Letter, not more than 30 days old
- ☐ 1 Taxing Entity Letter listing applicable taxing entities (check against Master Note 5)
- ☐ 1 set of original Tax Certificates for each applicable taxing entity (only 1 copy is required, additional copies may be submitted)
 - City/County/School District (one from FBCAD)
 - MUD
 - LID
 - Other: _____
- ☐ Park dedication fees, if applicable
- ☐ Transportation fees, if applicable
- ☐ Utility connection fees, if applicable
- ☐ Public infrastructure addressed, if applicable
 - Surety to guarantee public infrastructure; OR
 - Public infrastructure is complete (City has issued Initial Acceptance Letter)

NOTES:



SECTION 6:

SITE PLANS

- Site Plan Package Information
- Flow Chart: Site Plan Process
- Site Plan Package Application (Commercial & Multi-family Residential)
- Site Plan Package Checklist
- Site Plan Package Application (Townhomes)



SITE PLAN PACKAGE

Introduction

A site plan package is an accurately scaled development plan set that illustrates the details of proposed development and existing conditions on a parcel of land.

Site plans are required for all non-single-family residential developments in the City and the extra-territorial jurisdiction (ETJ). Site plans shall be submitted for review and approval prior to the issuance of applicable building or slab permits. The purpose of the site plan is to allow the staff to review issues such as traffic, land use, environmental, conformance to the Comprehensive Plan, utilities, and the property's relationship to adjoining subdivision or properties.

Prior to an approval of a site plan package, the property must have a Recorded Plat with the property lines in the appropriate configuration for the proposed development. Staff may review a site plan package if a plat is submitted and "in-process". Once the plat is recorded and comments on the site plan package are addressed, the site plan package can be approved by the City.

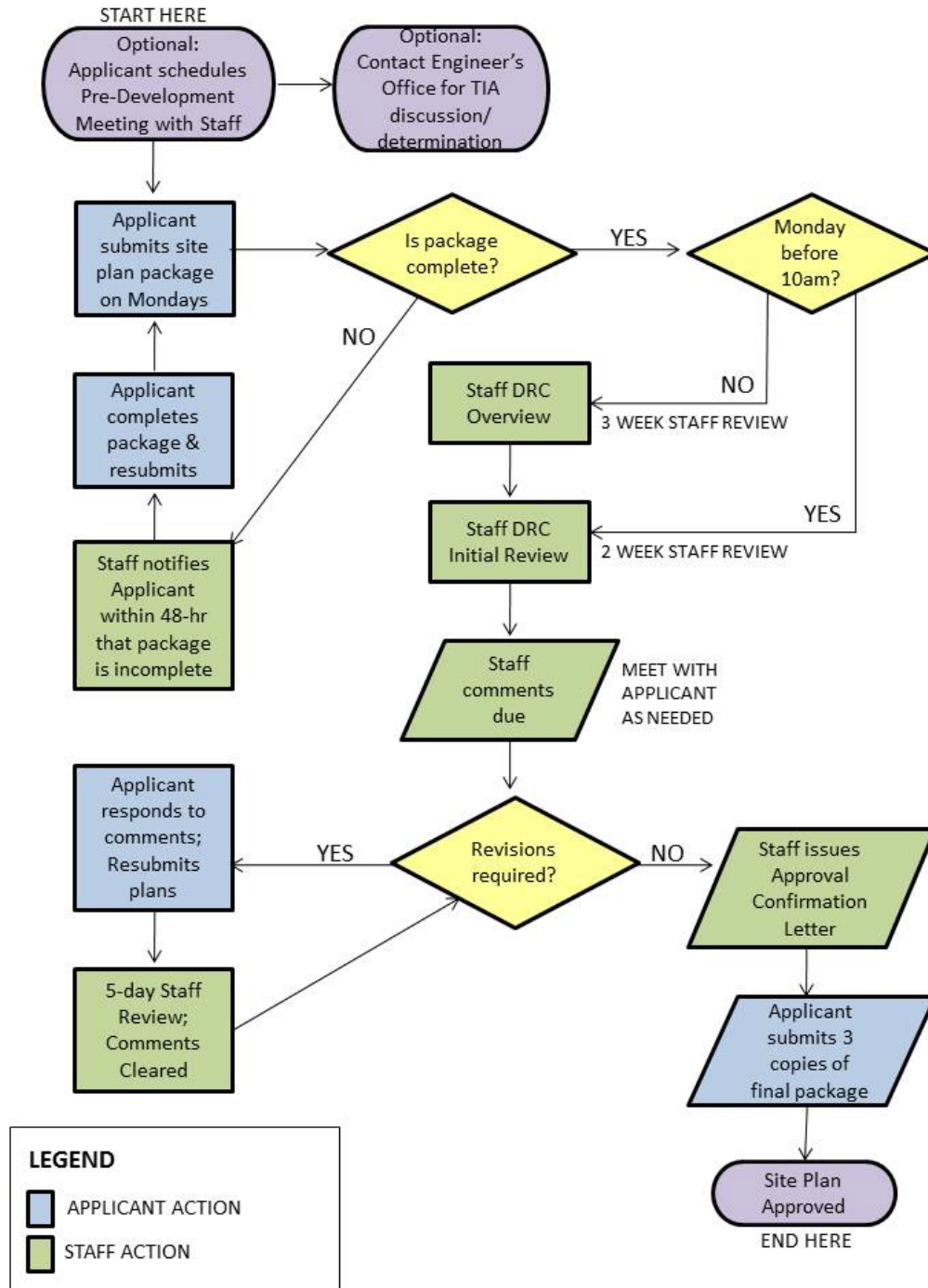
Review Process

When submitted, site plan packages are routed to the Development Review Committee (DRC), consisting of Engineering, Planning, Public Works and Fire Dept. Staff review takes approximately 10-15 business days. Review time may change depending on the site. Staff comments are returned to the applicant usually on the Friday of the third week from the submittal date. Applicants then resubmit a corrected site plan package to the City. Staff reviews (clears) corrected site plan package. If all comments have not been addressed, the applicant will be notified to make corrections and resubmit the site plan package. Three (3) clean sets of copies with recorded plat sheets are needed for City approval. One approved copy will be returned to the applicant. Once the site plan package is approved, the applicant may proceed with the building permit process through the Building Permits and Inspections Department 281-275-2270.



FLOW CHART: SITE PLAN PROCESS

REVIEW AND APPROVAL PROCESS





**SITE PLAN PACKAGE
APPLICATION (COMMERCIAL &
MULTI-FAMILY RESIDENTIAL)**

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: SI

2015 Fee: \$611.00

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8am- 3pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Commercial & Multi-family Residential Site Plan Package Submittal Requirements

- **Six** (6) copies of the completed application
- Submittal Fee
- **Six** (6) 24 X 36 Site Plan Packages That **Include**:
 - ☐ Cover Sheet
 - ☐ Overall Site Plan
 - ☐ Recorded Plat Or copy of Plat In Review Process
 - ☐ Building Elevations
 - ☐ Paving and Drainage Engineered Civil Designs
 - ☐ Water, Stormwater and Sanitary Sewer Engineered Civil Designs
 - ☐ City of Sugar Land Engineering Standard Construction Detail Drawings
 - ☐ Landscaping Plan, Irrigation Plan, & Tree Survey
 - ☐ Photometric Plan
 - ☐ Storm Water Pollution Prevention Plan (SWPPP), in accordance with Texas Commission of Environmental Quality (TCEQ) Standards
- PDF copy of Site Plan Submittal
- Three (3) Copy of Each of the Following:
 - ☐ Notification Letter to Applicable Property Owners' Association
 - ☐ No objection/ approval letters from Applicable:
 - Municipal Utility District
 - Levee Improvement District
 - ☐ New Commercial Water Meter Connection
 - ☐ Traffic Impact Analysis (TIA) Threshold Worksheet
 - ☐ Pretreatment Questionnaire (Industrial Commercial Land Use)
 - ☐ Water And Wastewater Equivalent Connections
 - ☐ Land Disturbance Permit Application (if Property is Greater than one (1) Acre)

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Address/ Description of Location _____

Proposed Use _____

Property Acreage _____ Square Feet of Structure(s) _____

CONTACT INFORMATION

Project Representative: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

This project ☐ DOES ☐ DOES NOT lie within the authority of a HOA/POA

If it does, you must provide a copy of notification letter sent to the HOA/POA

If it does not, your signature below will certify that no HOA/POA authority exists on the property.

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature Date

Property Owner (Please Note - the current Property Owner's Information Must be provided):

Name _____

Company _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

I am the owner of the property for which this Site Plan application is being made. I authorize

_____ (Project Representative) to submit this application and to correspond with the City of Sugar Land regarding this application on my behalf.

X _____
Property Owner's Signature (Required) Date

Please provide contact information for additional project contacts, as applicable (Optional):

Additional Contact: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

Additional Contact: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

City of Sugar Land- Application for New Meter Utility Service:

Please Print

Application is required prior to tapping the city water main. Monthly billing will commence upon meter installation. Please complete and deliver this form along with appropriate fee (see attached fee price list) to City of Sugar Land Treasury Management Department, 2700 Town Center Blvd North, Sugar Land, TX 77479 during business hours (M-F 8am – 5pm).

Type of Facility: _____ Residential OR _____ Commercial

(Check One)

Meter to be used for: _____ Irrigation only OR _____ Facility/Building

(Check One)

Project (if applicable): _____

Service Address: _____

Subdivision: _____

Legal Description: _____

Meter Size: _____ Sewer Line Size: 4" _____ 6" _____ 8" _____

(Check One)

Applicant Name: _____ Phone: _____ Alternate Phone: _____

Mailing Address: _____

City: _____ Zip Code: _____

Contact Person: _____

Email address: _____

For residents only: ☐ I request that my personal utility account information be kept confidential.

I understand that a \$50 deposit for residential meters, \$70 deposit for commercial meters, or a \$100 deposit for landscape meters will be billed to my account unless a letter of reference is provided at the time of application. Letter of reference must be from another utility company and indicate no outstanding balance and no disconnections for non-payment during the last 12 consecutive billing cycles.

Signature: _____ Date: _____

Field Crew: Please provide the following information when the meter is connected to the main:

Meter Make: _____

Meter Size: _____

Meter Number: _____

Meter Reading: _____

Date: _____

Treasury Management Department Receipt

	Building Meter Amount Paid (If applicable)	Irrigation Meter Amount Paid (if applicable)	
Meter Set:	_____	_____	Address: _____
Meter Tap:	_____	_____	Account #: _____
Sewer Tap:	_____	_____	Customer: _____
Total Paid:	_____	_____	Rec'd by: _____ Date: _____



INDUSTRIAL PRETREATMENT QUESTIONNAIRE

PLEASE COMPLETE THIS FORM AND RETURN TO:

Public Works
City of Sugar Land
P.O. Box 110
Sugar Land, TX 77487-0110

Please answer the following:

1. Name of Business: _____ Telephone: _____
 2. Location: _____
Mailing Address: _____
 3. Owner: _____
 4. Type of Business: _____
 5. On-site processes: _____
 6. Water Customer Account Number: _____
 7. Federal SIC number: _____
 8. Waste process: _____
 9. Major Chemicals Used: (soaps, detergents, caustics, solvents, acids, metal salts, cyanides)

 10. Water Source (check): City _____ Metered _____ Private Well _____ Unmetered _____
 11. Method of Wastewater Disposal: (Check all that apply.)
City Sewer _____ Septic Tank _____ Haul _____ Other _____
 12. Wastewater estimated to be discharged in sewer system on operating days:
Maximum _____ GPD Minimum _____ GPD Average _____ GPD
Check One: Domestic _____ Industrial _____ Both _____
 13. Volume of Grease Trap: _____ Volume of Sand Trap: _____
Water Volume of Settling Tank: _____ gallons
- Other: (Describe) _____
- Served By: _____ Telephone: _____

Address:_____ Frequency:_____

14.

Other Wastes:

Are there any liquid wastes generated and disposed of in the sewer system? Yes___ No___

If yes, these wastes may be best described as:

_____ Inks/Dyes	_____ Paints
_____ Trace Metals	_____ Pesticides
_____ Oil and Grease	_____ Plating Wastes
_____ Organic Compounds	_____ Solvent Thinners
_____ Acids or Alkalies	_____ Pretreatment Sludge
_____ Other Wastes: (Describe)	

Are there any liquid wastes or sludge disposed of by other means? Yes___ No___

If yes, describe:_____

For the aforesaid wastes, does your company practice:

_____ On-Site Storage

_____ On-Site Disposal

_____ Off-Site Disposal

Services By:_____ Telephone:_____

Address:_____ Frequency:_____

I have personally examined and I am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete.

Signature of Official:_____

Please Print Name: _____

Title:_____

Date:_____



WATER AND WASTEWATER EQUIVALENT CONNECTIONS

Project Name:			
Address:		City, State, Zip:	
Legal Description:			
Previous/Current Use:	Proposed Use: <i>(Refer to the backside for this form)</i>		Unit of Measure:
Owner's Name:	Address:		City, State, Zip:
Owner's Contact Person:	Telephone: E-mail Address:		Fax:
Builder's Name:	Address:		City, State, Zip:
Builder's Contact Person:	Telephone: E-mail Address:		Fax:
Square Footage	SANITARY SEWER Lead Size	Water Meter Size (Inches)	

I HEREBY CERTIFY THAT THE DATA PRESENTED ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

_____ Printed Name	_____ Owner, Builder or Agent (Signature)	_____ Telephone	_____ Date
-----------------------	----------------------------------------------	--------------------	---------------

DEPARTMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)

SERVICE AREA NO.: _____

TOTAL FLOW _____
DIVIDED BY 315 GPD = _____ TOTAL EQUIVALENT CONNECTIONS
COMPUTED BY: _____ DATE: _____

cc: Revenue Officer (Original)
Owner/Builder
Engineering Department

STANDARD SANITARY SEWER USAGE CATEGORIES

Circle the item that most accurately defines your business and fill in the quantity

	<u>INTENDED/PREVIOUS USE:</u>	<u>UNIT OF MEASURE</u>		<u>INTENDED/PREVIOUS USE:</u>	<u>UNIT OF MEASURE</u>
A)	Residential Development			Cleaning Development (con't)	
	1. Single Family Residential	# of Units _____		reclaim (wand type)	# Bays _____
	2. Townhouse/Patio/Cluster Homes	# of Units _____		c. Commercial w/o reclaim	# of Bays _____
	3. Duplex/Triplex	# of Units _____		(tunnel type)	# of Bays _____
	4. Fourplex	# of Units _____		d. Commercial w/ reclaim	# of Bays _____
	5. Condominium	# of Units _____		(tunnel type)	# of Bays _____
	6. Apartment with Washer/Dryer	# of Units _____			
B)	Institutional Development			G) Recreational Development	
	1. Church			1. Theater Indoor	# of Seats _____
	a. Sanctuary	# of Seats _____		2. Skating Rink	# Capita _____
	b. Administration Building	# Personnel _____		3. Bowling Alley	# of Lanes _____
	c. Day School Classroom	# Students _____		4. Swimming Pool	# of Swimmers _____
	2. School			5. Stadium	# of Seats _____
	a. Unspecified	# Students _____		6. Health Club/Spa w/Swimming Pool	# Member/Day _____
	b. Elementary	# Students _____		and/or whirlpool	# Member/Day _____
	c. Day Care Center	# Students _____		7. Health Club/Spa w/o	# Member/Day _____
	d. Residential	# Students _____		Swimming Pool and/or whirlpool	# of Courts _____
	e. Dormitory	# Students _____		8. Racquetball Club	
	3. Hospital	# of Beds _____		H) Service Station Development	
	4. Nursing Home	# of Beds _____		1. Station w/service (maximum of	# of Islands _____
	5. Prison	# Inmates _____		1000 GPD if no car wash)	#Sq. Ft. _____
C)	Office/Retail Development			2. Self Service Station	
	1. Office Building	# Sq. Ft. _____		I) Hotel/Motel Development	
	2. Retail Store	# Sq. Ft. _____		1. Hotel/Motel (excluding restaurant)	# of Rooms _____
D)	Restaurant Development			2. Hotel/Motel (w/kitchenettes)	# of Rooms _____
	1. Average Full Service 10-12 Hours	# of Seats _____		J) Industrial Development	
	2. Twenty Four (24) Hour Full Service	# of Seats _____		1. Warehouse	# Sq. Ft. _____
	3. Tavern or Lounge (No Food Service)	# of Seats _____		2. Factory w/shower	# Capita _____
	4. Soda Fountain (Ice Cream Parlor)	# of Seats _____		3. Factory w/o shower	# Capita _____
	5. Fast Food Paper Plate Service	# of Seats _____		4. Factory Residential	# Capita _____
	6. Bakery	# Sq. Ft. _____		5. Industrial Laundry	# Capita _____
	7. Pizza Parlor	# of Seats _____		6. Clothes or Manufacturing	# Sq. Ft. _____
	8. Fast Food (No Seating)	# Sq. Ft. _____		K) Transportation Terminal Development	
E)	Barber/Beauty Shop	# Shampoo Bowls _____		1. Transportation Terminal	# Passenger _____
F)	Cleaning Development			(excluding restaurants)	
	1. Washeteria (Based on 50 G/Wash and	# Machines _____		L) Other	
	10Washes/day)			1. Film Processor	# Processor _____
	2. Carwash			2. Fire Station	# Personnel _____
	a. Individual Bay, self service	# Bays _____		3. Funeral Homes	# Personnel _____
	w/o reclaim (wand type)			4. Technicolor One Hour Photo	# of Stores _____
	b. Individual Bay, self-service with			5. Irrigation	gal/yr _____
				M) Not listed - call (281) 275-2780	

City of Sugar Land
Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____

Location: _____

Applicant/Contact: _____

Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standards.

Applicant's Signature: _____

Date: _____

SUBMITTAL REQUIREMENTS:

- **TWO (2)** Completed Permits
 - **SUBMITTAL FEES:**
 - City –NO FEE
 - **THREE (3) 24 X 36 PRINTS THAT INCLUDE:**
 - Engineering Civil design drawings (must be signed & sealed by a Professional Engineer) Including Plat/Site Plan, Grading, Drainage and Erosion Control Plan.
 - One copy of TCEQ Construction General Permit.
 - One copy of TCEQ Construction Site Notice.
 - Permit applies to the following sites:
 - a. One acre or more of land
 - b. Less than one acre of land that is part of a larger common plan of development or sale that will result in disturbance of one or more acres.
 - No land disturbance activities shall begin until a pre-construction meeting has been conducted with the Engineering Department.
 - All works performed within City right-of –way (ROW) shall obtain a ROW Permit issued from the Public Works Department.
 - This permit and accompanying construction plans shall remain at the job site at all times.
 - Applicant agrees that dirt, mud, debris, materials, etc., deposited in the street right-of-way shall be cleaned/removed to the satisfaction of the City Engineer or his/her designee on a regular basis or as needed.
- By signing below, I (the Applicant) acknowledge and agree that the work as described herein shall conform to all local, state and federal laws as well as local ordinances whether specified or not. The granting of this permit does not give authority to violate or cancel the provisions of any site or local law regulating the type of work being performed.

X_____

Signature of Applicant

Date

Printed Name:_____ **Phone** _____

[illegible]



Site Plan Package Checklist

Site Name/ Title:	Planner:
Date submitted:	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ*

Submittal Requirements –Site Plan Package to include the following drawings in readable grade of blue or black ink. *Note some of the Civil Drawings may be combined:*

- Submittal Fee
- **Six (6) 24 X 36 Site Plan Packages That Include:**
 - ☐ Cover Sheet
 - ☐ Overall Site Plan
 - ☐ Recorded Plat Or Copy of Plat In Review Process
 - ☐ Building Elevations
 - ☐ Paving and Drainage Engineered Civil Designs
 - ☐ Water and Sanitary Sewer Engineered Civil Designs
 - ☐ City of Sugar Land Engineering Standard Construction Detail Drawings
 - ☐ Landscaping Plan, Irrigation Plan, & Tree Survey
 - ☐ Photometric Plan
 - ☐ Storm Water Pollution Prevention Plan (SWPPP), in accordance with Texas Commission of Environmental Quality (TCEQ) Standards
- PDF copy of Site Plan submittal
- Three (3) Copy of Each of the Following:
 - ☐ Notification Letter to Applicable Property Owners' Association
 - ☐ No objection/ approval letters from Applicable:
 - Municipal Utility District
 - Levee Improvement District
 - ☐ New Commercial Water Meter Connection
 - ☐ Traffic Impact Analysis (TIA) Threshold Worksheet
 - ☐ Pretreatment Questionnaire (Industrial Commercial Land Use)
 - ☐ Water And Wastewater Equivalent Connections
 - ☐ Land Disturbance Permit Application (if Property is Greater than one (1) Acre)

Graphic Requirements – The following items shall be shown on the Site Plan Package:

Complete	Items Required on Site Plan Package																					
1.	<input type="checkbox"/>	All information provided is legible and easily read																				
2.	<input type="checkbox"/>	COVER SHEET:																				
	<input type="checkbox"/>	Vicinity Map—upper right hand corner																				
	<input type="checkbox"/>	Name and address of project (address required prior to site plan approval)																				
	<input type="checkbox"/>	Sheet Index (List only those sheets included in site plan package)																				
	<input type="checkbox"/>	Title Block (each sheet) containing: scale, date, and project name																				
	<input type="checkbox"/>	Owners and Applicants name, address, phone number																				
3.	<input type="checkbox"/>	OVERALL SITE PLAN:																				
	<input type="checkbox"/>	North arrow oriented to the right or top sheet																				
	<input type="checkbox"/>	Drawn to scale																				
	<input type="checkbox"/>	Proposed and existing structures to be shown																				
	<input type="checkbox"/>	Property lines and land uses within 200'																				
	<input type="checkbox"/>	Entire platted lot																				
	<input type="checkbox"/>	Street layout including driveways, medians and median breaks within 200 feet of site, including those on the opposite side of the street																				
	<input type="checkbox"/>	Proposed land use at site and use compliance with (City) zoning or (ETJ) general land plans																				
	<input type="checkbox"/>	Existing information recorded by Fort Bend County including easements and building lines																				
	<input type="checkbox"/>	Zoning designation if within City Limits																				
	<input type="checkbox"/>	Lot area (acres, square feet) and building area (square feet)																				
	<input type="checkbox"/>	Accessory structures or storage areas (if applicable)																				
	<input type="checkbox"/>	Building Setbacks: (setbacks greater adjacent to residential districts or use)																				
		<table border="1"> <tr> <td>Front Side</td> <td>Interior Sides</td> </tr> <tr> <td>Street Side</td> <td>Rear Front</td> </tr> </table>	Front Side	Interior Sides	Street Side	Rear Front																
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Street Side	Rear Front																					
	<input type="checkbox"/>	Parking Layout:																				
	<input type="checkbox"/>	Minimum Dimensions (typical space)																				
	<input type="checkbox"/>	Width for drives including maneuvering areas																				
	<input type="checkbox"/>	Minimum setback for parallel driving aisles at major/minor drives																				
	<input type="checkbox"/>	Number of parking spaces																				
	<input type="checkbox"/>	Number of handicapped spaces																				
	<input type="checkbox"/>	Parking Analysis: Parking ratio/ sq. ft.-required vs. provided. See example below: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">EXAMPLE OF PARKING ANALYSIS</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4" style="padding: 2px;">PARKING CALCULATIONS BY BUILDING AREA</th> </tr> <tr> <th style="padding: 2px;">LEVEL</th> <th style="padding: 2px;">GROSS AREA</th> <th style="padding: 2px;">EXEMPT AREA</th> <th style="padding: 2px;">INCLUDED AREA</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">FIRST FLOOR</td> <td style="padding: 2px;">9535 SF</td> <td style="padding: 2px;">2272 SF</td> <td style="padding: 2px;">7253 SF</td> </tr> <tr> <td style="padding: 2px;">SECOND FLOOR</td> <td style="padding: 2px;">9543 SF</td> <td style="padding: 2px;">1660 SF</td> <td style="padding: 2px;">7883 SF</td> </tr> <tr> <td colspan="3" style="padding: 2px;">TOTAL INCLUDED AREA</td> <td style="padding: 2px;">15136 SF</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">CITY OF SUGAR LAND PARKING REQUIREMENT OFFICE BUILDINGS: 1 SPACE/ 250 SF</p> <p style="font-size: small; margin-top: 5px;">15136 SF/ 250 SF = 60.5 SPACES REQUIRED</p> <p style="font-size: small; margin-top: 5px;">61 SPACES PROVIDED</p> </div> <p>(See the Development Code for possible parking exemptions.)</p>	PARKING CALCULATIONS BY BUILDING AREA				LEVEL	GROSS AREA	EXEMPT AREA	INCLUDED AREA	FIRST FLOOR	9535 SF	2272 SF	7253 SF	SECOND FLOOR	9543 SF	1660 SF	7883 SF	TOTAL INCLUDED AREA			15136 SF
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	<input type="checkbox"/>	Vehicle Routes shown with arrows (If applicable) Ex. Drive thru routes-Vehicle																																																																					
	<input type="checkbox"/>	Delivery Truck circulation routes shown and dimensioned (If applicable)																																																																					
	<input type="checkbox"/>	Adequate number of loading spaces per Development Code																																																																					
	<input type="checkbox"/>	Sidewalks and Driveways: (Sidewalks and driveways clearly labeled and dimensioned)																																																																					
4.	<input type="checkbox"/>	LANDSCAPING PLAN: <i>Show location of all existing landscaped areas to remain and proposed landscaped areas to be installed including all plant materials with ht. at planting and mature crown spread of new and existing plants.</i>																																																																					
	<input type="checkbox"/>	Landscape Analysis: Amount of landscaping required vs. provided <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">EXAMPLE OF LANDSCAPE ANALYSIS</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>SUGAR LAND LANDSCAPE REQUIREMENTS CHART:</p> <p>1. FRONT YARD LANDSCAPE REQUIREMENT: 1 TREE FOR EVERY 50 FEET OF FRONTAGE (101.1 LF = 3 TREES REQ'D.) PROVIDED: 3</p> <p>2. SIDE AND REAR PARKING LANDSCAPE REQUIREMENT: 1 TREE FOR EVERY 50 FEET OF 25% SCREENING AREA (650 LF ALONG PARKING X 25% = 162.5 LF = 4 TREES REQ'D.) PROVIDED: 12</p> <p>3. INTERIOR PARKING LANDSCAPE REQUIREMENTS: 162 SF TREE PLANTING AREA FOR EACH 20 SPACES (61 SPACES = 4 TREES REQ ' D.) PROVIDED : 8</p> </div> </div> <div style="width: 50%;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4">EXISTING TREE CHART</th> </tr> <tr> <th>ID #</th> <th>CALIPER</th> <th># OF TRUNKS</th> <th>COMMON NAME</th> </tr> </thead> <tbody> <tr><td>1</td><td>4" 5" 6"</td><td>3</td><td>RIVER BIRCH</td></tr> <tr><td>2</td><td>4" 5" 6"</td><td>3</td><td>RIVER BIRCH</td></tr> <tr><td>3</td><td>11"</td><td>1</td><td>OAK</td></tr> <tr><td>4</td><td>12"</td><td>1</td><td>OAK</td></tr> <tr><td>5</td><td>7"</td><td>1</td><td>CYPRESS</td></tr> <tr><td>6</td><td>7"</td><td>1</td><td>CYPRESS</td></tr> <tr><td>7</td><td>7"</td><td>1</td><td>ELM</td></tr> <tr><td>8</td><td>7"</td><td>1</td><td>ELM</td></tr> <tr><td>9</td><td>4" 4" 4"</td><td>3</td><td>RIVER BIRCH</td></tr> <tr><td>10</td><td>7"</td><td>1</td><td>ELM</td></tr> <tr><td>11</td><td>7"</td><td>1</td><td>ELM</td></tr> <tr><td>12</td><td>8"</td><td>1</td><td>ELM</td></tr> <tr><td>13</td><td>4"</td><td>1</td><td>IRONWOOD</td></tr> <tr><td>14</td><td>2.5"</td><td>1</td><td>MAPLE</td></tr> <tr><td>15</td><td>8"</td><td>1</td><td>ELM</td></tr> </tbody> </table> </div> </div>		EXISTING TREE CHART				ID #	CALIPER	# OF TRUNKS	COMMON NAME	1	4" 5" 6"	3	RIVER BIRCH	2	4" 5" 6"	3	RIVER BIRCH	3	11"	1	OAK	4	12"	1	OAK	5	7"	1	CYPRESS	6	7"	1	CYPRESS	7	7"	1	ELM	8	7"	1	ELM	9	4" 4" 4"	3	RIVER BIRCH	10	7"	1	ELM	11	7"	1	ELM	12	8"	1	ELM	13	4"	1	IRONWOOD	14	2.5"	1	MAPLE	15	8"	1	ELM
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	<input type="checkbox"/>	Tree Preservation: (Protected Tree= Hardwood tree with minimum caliper of 8" at 4.5' ht.) <input type="checkbox"/> All protected trees to be shown <input type="checkbox"/> Trees and plants to be preserved/removed																																																																					
	<input type="checkbox"/>	Front and Street Side Yard Parking Lot Landscaping : <input type="checkbox"/> Required Landscape area between parking lot and street <input type="checkbox"/> Required screening between parking lot and street (TYP 3' high continuous hedge, fence or berm; fencing requires a vine or shrub every 10') <input type="checkbox"/> Remainder of front yard contains grass, plants, or ground cover																																																																					
	<input type="checkbox"/>	Side and Rear Yard Landscaping: <input type="checkbox"/> Required Landscaped Areas (buffers) <input type="checkbox"/> Required Trees <input type="checkbox"/> Required Ground cover (All areas without improvements) <input type="checkbox"/> Parking Lot Screening (i.e. Shrubs)																																																																					
	<input type="checkbox"/>	Additional Side and Rear Yard Landscaping Requirements when adjacent to Residential:																																																																					

	<input type="checkbox"/> Standard Zoning Districts: Required 6' Opaque Fence (Abutting premises for single / two family dwellings) from Front Building Line to Rear Lot Line and continuous hedge, fence, or berm: 6' to 8' between parking lot and lot line <input type="checkbox"/> PD Districts: As required in PD																																																																																																																		
<input type="checkbox"/>	Interior Parking Lot (parking lots of more than 10 spaces) <input type="checkbox"/> 162 square ft. of landscape area for each 20 spaces or fraction thereof <input type="checkbox"/> Landscape areas must be 6' from back of curb and contain one tree <input type="checkbox"/> Label square footage of each landscape area																																																																																																																		
<input type="checkbox"/>	Design Planting Criteria: <input type="checkbox"/> Trees (Standard Zoning Districts 7'; PD: as required in PD Ordinance) <input type="checkbox"/> Shrubs (Standard Zoning Districts 2'; PD: as required in PD Ordinance) <input type="checkbox"/> Vines (Standard Zoning Districts 30"; PD: as required in PD Ordinance) <input type="checkbox"/> Ground covers finished appearances within 3 months																																																																																																																		
<input type="checkbox"/>	Detention and retention basins and ponds landscaped																																																																																																																		
<input type="checkbox"/>	Indigenous and drought resistant plants if not a sprinkling system within 150'																																																																																																																		
<input type="checkbox"/>	Irrigation Plan																																																																																																																		
<input type="checkbox"/>	Site Fencing and Screening: <input type="checkbox"/> Indicate type, height, and proposed materials to be used <input type="checkbox"/> All materials, products, or equipment which are stored outside of a completely enclosed building must be screened from view per ordinance																																																																																																																		
<input type="checkbox"/>	Note: Wire type fencing cannot be utilized for screening purposes. Ex. Plastic weave within a wire fence is not an allowed screening material under current Dev. Code Accessory Structure Screening: <input type="checkbox"/> Refuse containers (Solid masonry fence not less than 6' in height) <input type="checkbox"/> Exterior ground-mounted or building-mounted equipment (Screened)																																																																																																																		
<input type="checkbox"/>	<u>BUILDING ELEVATIONS DRAWINGS:</u>																																																																																																																		
<input type="checkbox"/>	Compliance with Airport Height Hazard Regulations (Confirm whether FAA 7460 is required) (esp. Telfair & Imperial)																																																																																																																		
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	<input type="checkbox"/>	Screening of rooftop equipment and storage areas shown (if applicable)
6.	<input type="checkbox"/>	<u>PHOTOMETRIC PLAN:</u>
	<input type="checkbox"/>	All lights are full cut-off
	<input type="checkbox"/>	On Premises zoned R-4, B-O, B-1, B-2, MUC, M-1, or M-2: maximum Vertical Illuminance of 2 footcandles on an adjacent Premises zoned R-1E, R-1R, R-1, HR-1, R-1Z, MUC, R-3, or R-4, or residential area of a PD (measured at 10 feet inside the residential property)
	<input type="checkbox"/>	On Premises zoned R-4, B-O, B-1, B-2, MUC, M-1, or M-2: maximum Vertical Illuminance 7.5 footcandles on an adjacent Premises zoned R-4, B-O, B-1, B-2, MUC, M-1, or M-2, or commercial or industrial area of a PD (measured at the property line adjoining a street right-of-way). Exceptions: PD area exempt or when light extends across property line of same zoning district
7.	<input type="checkbox"/>	<u>PAVING & DRAINAGE ENGINEERED CIVIL DESIGNS</u>
	<input type="checkbox"/>	Drainage calculations for the 2 and 100 year events signed and sealed by a registered professional engineer indicating compliance with the City of Sugar Land Design Standards and Fort Bend County Drainage Criteria Manual.
	<input type="checkbox"/>	Overall area and drainage area boundaries, ponding depths, and flow per inlet
	<input type="checkbox"/>	Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern and tie-in methods. Show top of pavement and curb elevations as needed.
	<input type="checkbox"/>	Address any adjoining property drainage issues that may be affected by the proposed improvements. For example, if the adjoining property is affected show how this will be handled.
	<input type="checkbox"/>	Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual or <i>methodology approved by the City of Sugar Land</i> . Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) shall be constructed in accordance with the City approved construction plans and specifications.
	<input type="checkbox"/>	Type of pavement to be used
	<input type="checkbox"/>	Slab elevation
	<input type="checkbox"/>	All paving and drainage plans shall comply with City of Sugar Land Design Standards.
	<input type="checkbox"/>	If easements are required, they shall comply with Chapter 5, Section 5-21 of the Sugar Land Development Code.
	<input type="checkbox"/>	Driveway shall be spaced in accordance with Chapter 5, Article VII of the Sugar Land Development Code.
	<input type="checkbox"/>	Improvements shall comply with Chapter 8 and 11 of the Sugar Land Development Code and Ordinance No. 1661
8.	<input type="checkbox"/>	<u>WATER, STORMWATER AND SANITARY SEWER ENGINEERED CIVIL DESIGNS</u>
	<input type="checkbox"/>	Overall system is shown and meets all City of Sugar Land Design Standards.
	<input type="checkbox"/>	Provide Plan and Profile drawings for all utilities.
	<input type="checkbox"/>	Show clearance between all utilities.
	<input type="checkbox"/>	Call out minimum depths of cover.
	<input type="checkbox"/>	Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
	<input type="checkbox"/>	Size, type, and slope of pipe and connection to public system. (<i>The actual connection to the public system must comply with the City of Sugar Land Design Standards</i>).
	<input type="checkbox"/>	Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well.
	<input type="checkbox"/>	Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes.
	<input type="checkbox"/>	Notify the City minimum 48 hours prior to connecting to public infrastructure
	<input type="checkbox"/>	All public water and sanitary sewer, or connections to public utilities must comply with all City of

		Sugar Land Design Standards; <i>The actual connection to the public system must comply with the City of Sugar Land Design Standards and approved projects lists.</i>
	<input type="checkbox"/>	Include all applicable City of Sugar Land Design Standards Detail that pertain to connections to public utilities.
	<input type="checkbox"/>	Show the location of the irrigation meter.
	<input type="checkbox"/>	Show and label the fire line, if required.
	<input type="checkbox"/>	All water main intersections shall have a minimum of one (1) less valve than the number of water mains at the intersection.
	<input type="checkbox"/>	The minimum commercial sanitary sewer services lead shall be a minimum 6" pipe or larger and shall not serve more than one commercial connection. In addition, the connection shall be made at a manhole by coring method.
	<input type="checkbox"/>	All water and sanitary sewer plans shall comply with the City of Sugar Land Design Standards.
	<input type="checkbox"/>	Show all water service connections.
	<input type="checkbox"/>	Call out all valve types.
9.	<input type="checkbox"/>	EROSION CONTROL PLAN
	<input type="checkbox"/>	Storm Water Pollution Control Plan
10.	<input type="checkbox"/>	ADDITIONAL ITEMS
	<input type="checkbox"/>	Benchmarks and Current Flood Classifications used are noted on plans.
	<input type="checkbox"/>	All construction items used are on the City's pre-approved products list.

Disclaimer:

Site plan packages are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.



**SITE PLAN PACKAGE
APPLICATION (TOWNHOMES)**

FOR OFFICE USE
(Rev. 1/1/15)
Accounting Code: SI
2015 Fee: \$611.00

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8am- 3pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Townhomes Site Plan Package Submittal Requirements

- **Six (6)** copies of the completed application
- Submittal Fee
- **Six (6)** 24 X 36 Site Plan Packages That **Include:**
 - ☐ Cover Sheet
 - ☐ Overall Site Plan
 - ☐ Recorded Plat Or Plat In Review Process
 - ☐ Building Elevations
 - ☐ Copy of an approved Public Infrastructure Construction Plans for Paving & Drainage and Water & Sanitary Sewer Engineered Civil Designs
 - ☐ City of Sugar Land Engineering Standard Construction Detail Drawings
 - ☐ Landscaping Plan, Irrigation Plan, & Tree Survey
 - ☐ Photometric Plan (if separate parking area included)
 - ☐ Storm Water Pollution Prevention Plan (SWPPP), in accordance with Texas Commission of Environmental Quality (TCEQ) Standards
- PDF copy of Site Plan Submittal
- Three (3) Copy of Each of the Following:
 - ☐ Notification Letter to Applicable Property Owners' Association
 - ☐ No objection/ approval letters from Applicable:
 - Municipal Utility District
 - Levee Improvement District
 - ☐ New Water Meter Connection
 - ☐ Traffic Impact Analysis (TIA) Threshold Worksheet
 - ☐ Water And Wastewater Equivalent Connections
 - ☐ Land Disturbance Permit Application (if Property is Greater than one (1) Acre)

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Address/ Description of Location _____

Proposed Use _____

Property Acreage _____ Square Feet of Structure(s) _____

CONTACT INFORMATION

Project Representative: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

This project ☐ DOES ☐ DOES NOT lie within the authority of a HOA/POA

If it does, you must provide a copy of notification letter sent to the HOA/POA

If it does not, your signature below will certify that no HOA/POA authority exists on the property.

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature _____ Date _____

Property Owner (Please Note - the *current* Property Owner's Information Must be provided):

Name _____

Company _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

I am the owner of the property for which this Site Plan application is being made. I authorize

_____ (Project Representative) to submit this application and to correspond with the City of Sugar Land regarding this application on my behalf.

X _____
Property Owner's Signature (Required) _____ Date _____

Please provide contact information for additional project contacts, as applicable (Optional):

Additional Contact: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

Additional Contact: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Phone _____ Email _____

City of Sugar Land- Application for New Meter Utility Service:

Please Print

Application is required prior to tapping the city water main. Monthly billing will commence upon meter installation. Please complete and deliver this form along with appropriate fee (see attached fee price list) to City of Sugar Land Treasury Management Department, 2700 Town Center Blvd North, Sugar Land, TX 77479 during business hours (M-F 8am – 5pm).

Type of Facility: _____ Residential OR _____ Commercial

(Check One)

Meter to be used for: _____ Irrigation only OR _____ Facility/Building

(Check One)

Project (if applicable): _____

Service Address: _____

Subdivision: _____

Legal Description: _____

Meter Size: _____ Sewer Line Size: 4" _____ 6" _____ 8" _____

(Check One)

Applicant Name: _____ Phone: _____ Alternate Phone: _____

Mailing Address: _____

City: _____ Zip Code: _____

Contact Person: _____

Email address: _____

For residents only: ☐ I request that my personal utility account information be kept confidential.

I understand that a \$50 deposit for residential meters, \$70 deposit for commercial meters, or a \$100 deposit for landscape meters will be billed to my account unless a letter of reference is provided at the time of application. Letter of reference must be from another utility company and indicate no outstanding balance and no disconnections for non-payment during the last 12 consecutive billing cycles.

Signature: _____

Date: _____

Field Crew: Please provide the following information when the meter is connected to the main:

Meter Make: _____

Meter Size: _____

Meter Number: _____

Meter Reading: _____

Date: _____

Treasury Management Department Receipt

	Building Meter Amount Paid (If applicable)	Irrigation Meter Amount Paid (if applicable)	
Meter Set:	_____	_____	Address: _____
Meter Tap:	_____	_____	Account #: _____
Sewer Tap:	_____	_____	Customer: _____
Total Paid:	_____	_____	Rec'd by: _____ Date: _____



INDUSTRIAL PRETREATMENT QUESTIONNAIRE

PLEASE COMPLETE THIS FORM AND RETURN TO:

Public Works
City of Sugar Land
P.O. Box 110
Sugar Land, TX 77487-0110

Please answer the following:

1. Name of Business: _____ Telephone: _____
2. Location: _____
Mailing Address: _____
3. Owner: _____
4. Type of Business: _____
5. On-site processes: _____
6. Water Customer Account Number: _____
7. Federal SIC number: _____
8. Waste process: _____
9. Major Chemicals Used: (soaps, detergents, caustics, solvents, acids, metal salts, cyanides)

10. Water Source (check): City _____ Metered _____ Private Well _____ Unmetered _____
11. Method of Wastewater Disposal: (Check all that apply.)
City Sewer _____ Septic Tank _____ Haul _____ Other _____
12. Wastewater estimated to be discharged in sewer system on operating days:
Maximum _____ GPD Minimum _____ GPD Average _____ GPD
Check One: Domestic _____ Industrial _____ Both _____
13. Volume of Grease Trap: _____ Volume of Sand Trap: _____
Water Volume of Settling Tank: _____ gallons

Other: (Describe) _____
Served By: _____ Telephone: _____

Address:_____ Frequency:_____

14.

Other Wastes:

Are there any liquid wastes generated and disposed of in the sewer system? Yes____ No____

If yes, these wastes may be best described as:

_____ Inks/Dyes	_____ Paints
_____ Trace Metals	_____ Pesticides
_____ Oil and Grease	_____ Plating Wastes
_____ Organic Compounds	_____ Solvent Thinners
_____ Acids or Alkalies	_____ Pretreatment Sludge
_____ Other Wastes: (Describe)	

Are there any liquid wastes or sludge disposed of by other means? Yes____ No____

If yes, describe:_____

For the aforesaid wastes, does your company practice:

_____ On-Site Storage

_____ On-Site Disposal

_____ Off-Site Disposal

Services By:_____ Telephone:_____

Address:_____ Frequency:_____

I have personally examined and I am familiar with the information submitted in this document and attachments. Based upon by inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete.

Signature of Official:_____

Please Print Name: _____

Title:_____

Date:_____



WATER AND WASTEWATER EQUIVALENT CONNECTIONS

Project Name:			
Address:		City, State, Zip:	
Legal Description:			
Previous/Current Use:	Proposed Use: <i>(Refer to the backside for this form)</i>		Unit of Measure:
Owner's Name:	Address:	City, State, Zip:	
Owner's Contact Person:	Telephone: E-mail Address:	Fax:	
Builder's Name:	Address:	City, State, Zip:	
Builder's Contact Person:	Telephone: E-mail Address:	Fax:	
Square Footage	SANITARY SEWER Lead Size	Water Meter Size (Inches)	

I HEREBY CERTIFY THAT THE DATA PRESENTED ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

_____ Printed Name	_____ Owner, Builder or Agent (Signature)	_____ Telephone	_____ Date
-----------------------	----------------------------------------------	--------------------	---------------

DEPARTMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)

SERVICE AREA NO.: _____

TOTAL FLOW _____
DIVIDED BY 315 GPD = _____ TOTAL EQUIVALENT CONNECTIONS
COMPUTED BY: _____ DATE: _____

cc: Revenue Officer (Original)
Owner/Builder
Engineering Department

STANDARD SANITARY SEWER USAGE CATEGORIES

Circle the item that most accurately defines your business and fill in the quantity

	<u>INTENDED/PREVIOUS USE:</u>	<u>UNIT OF MEASURE</u>		<u>INTENDED/PREVIOUS USE:</u>	<u>UNIT OF MEASURE</u>
A)	Residential Development			Cleaning Development (con't)	
	1. Single Family Residential	# of Units	_____		
	2. Townhouse/Patio/Cluster Homes	# of Units	_____		
	3. Duplex/Triplex	# of Units	_____	c. Commercial w/o reclaim	# Bays
	4. Fourplex	# of Units	_____	(tunnel type)	# of Bays
	5. Condominium	# of Units	_____	d. Commercial w/ reclaim	# of Bays
	6. Apartment with Washer/Dryer	# of Units	_____	(tunnel type)	# of Bays
B)	Institutional Development			G) Recreational Development	
	1. Church			1. Theater Indoor	# of Seats
	a. Sanctuary	# of Seats	_____	2. Skating Rink	# Capita
	b. Administration Building	# Personnel	_____	3. Bowling Alley	# of Lanes
	c. Day School Classroom	# Students	_____	4. Swimming Pool	# of Swimmers
	2. School			5. Stadium	# of Seats
	a. Unspecified	# Students	_____	6. Health Club/Spa w/Swimming Pool	# Member/Day
	b. Elementary	# Students	_____	and/or whirlpool	# Member/Day
	c. Day Care Center	# Students	_____	7. Health Club/Spa w/o	# Member/Day
	d. Residential	# Students	_____	Swimming Pool and/or whirlpool	# Member/Day
	e. Dormitory	# Students	_____	8. Racquetball Club	# of Courts
	3. Hospital	# of Beds	_____	H) Service Station Development	
	4. Nursing Home	# of Beds	_____	1. Station w/service (maximum of	# of Islands
	5. Prison	# Inmates	_____	1000 GPD if no car wash)	#Sq. Ft.
C)	Office/Retail Development			2. Self Service Station	#Sq. Ft.
	1. Office Building	# Sq. Ft.	_____	I) Hotel/Motel Development	
	2. Retail Store	# Sq. Ft.	_____	1. Hotel/Motel (excluding restaurant)	# of Rooms
D)	Restaurant Development			2. Hotel/Motel (w/kitchenettes)	# of Rooms
	1. Average Full Service 10-12 Hours	# of Seats	_____	J) Industrial Development	
	2. Twenty Four (24) Hour Full Service	# of Seats	_____	1. Warehouse	# Sq. Ft.
	3. Tavern or Lounge (No Food Service)	# of Seats	_____	2. Factory w/shower	# Capita
	4. Soda Fountain (Ice Cream Parlor)	# of Seats	_____	3. Factory w/o shower	# Capita
	5. Fast Food Paper Plate Service	# of Seats	_____	4. Factory Residential	# Capita
	6. Bakery	# Sq. Ft.	_____	5. Industrial Laundry	# Capita
	7. Pizza Parlor	# of Seats	_____	6. Clothes or Manufacturing	# Sq. Ft.
	8. Fast Food (No Seating)	# Sq. Ft.	_____	K) Transportation Terminal Development	
E)	Barber/Beauty Shop	# Shampoo Bowls	_____	1. Transportation Terminal	# Passenger
F)	Cleaning Development			(excluding restaurants)	# Passenger
	1. Washeteria (Based on 50 G/Wash and			L) Other	
	10Washes/day)	# Machines	_____	1. Film Processor	# Processor
	2. Carwash			2. Fire Station	# Personnel
	a. Individual Bay, self service			3. Funeral Homes	# Personnel
	w/o reclaim (wand type)	# Bays		4. Technicolor One Hour Photo	# of Stores
	c. Individual Bay, self-service with			5. Irrigation	gal/yr
				M) Not listed - call (281) 275-2780	

City of Sugar Land
Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____

Location: _____

Applicant/Contact: _____

Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standards.

Applicant's Signature: _____

Date: _____

SUBMITTAL REQUIREMENTS:

- **TWO (2)** Completed Permits
 - **SUBMITTAL FEES:**
 - ❑ City –NO FEE
 - **THREE (3) 24 X 36 PRINTS THAT INCLUDE:**
 - ❑ Engineering Civil design drawings (must be signed & sealed by a Professional Engineer) Including Plat/Site Plan, Grading, Drainage and Erosion Control Plan.
 - ❑ One copy of TCEQ Construction General Permit.
 - One copy of TCEQ Construction Site Notice.
 - Permit applies to the following sites:
 - c. One acre or more of land
 - d. Less than one acre of land that is part of a larger common plan of development or sale that will result in disturbance of one or more acres.
 - No land disturbance activities shall begin until a pre-construction meeting has been conducted with the Engineering Department.
 - All works performed within City right-of –way (ROW) shall obtain a ROW Permit issued from the Public Works Department.
 - This permit and accompanying construction plans shall remain at the job site at all times.
 - Applicant agrees that dirt, mud, debris, materials, etc., deposited in the street right-of-way shall be cleaned/removed to the satisfaction of the City Engineer or his/her designee on a regular basis or as needed.
- ❑ By signing below, I (the Applicant) acknowledge and agree that the work as described herein shall conform to all local, state and federal laws as well as local ordinances whether specified or not. The granting of this permit does not give authority to violate or cancel the provisions of any site or local law regulating the type of work being performed.

X _____
Signature of Applicant **Date**

Printed Name: _____ **Phone** _____



SECTION 7: PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS

- Public Infrastructure Construction Plans Information
- Public Infrastructure Construction Plans Application
- Public Infrastructure Construction Plans Checklist
- Specific Approval Request Application



PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS

Public Infrastructure Construction Plans Process

A Construction plan package is an accurately scaled plan set that illustrates the details of publicly owned/maintained facilities including, but not limited to; water, storm sewer, drainage facilities, paving and appurtenances. When a construction plan package application is submitted, staff will review the request and send comments to the applicant on the third Friday after the request was submitted. The applicant may be directed to resubmit the corrected materials and/ or additional materials for staff to review for clearance. Construction plans for projects must be approved by the City Engineer or his/her designee.

The applicant will be required to submit approval letters for all plans from all public and private utilities and other entities affected by the project. The approval letter shall state that service will be available to the project, where appropriate, and that there is no objection to the project. It is the responsibility of the Design Engineer to coordinate with public and private utilities to address conflicts with existing utilities. Confirmation in writing of preliminary approval by the Fort Bend County Engineer, the Fort Bend County Drainage District Engineer and any other affected agency shall be provided to the City, when a facility owned or operated by the agency is affected. All separate or special easements that may be required for construction shall be recorded in the Fort Bend County Official Records, subject to the surety clause requirements of the City of Sugar Land's Development Code Subdivision Regulations.

When staff comments have been addressed, the applicant must submit one set of Mylar reproducible drawings and two (2) sets of copies of the final construction plans to the Development Review Coordinator. A City of Sugar Land approval signature block shall be provided on each set. The reproducible construction plan set will be signed by the City Engineer or his/her designee, typically within two (2) weeks. The reproducible plan set for all traffic signal and ITS-related projects shall include a signature block for plan approval by the Traffic Engineer. Construction plans must be approved prior to issuance of site and/or building plan permits.



**PUBLIC INFRASTRUCTURE
CONSTRUCTION PLANS
APPLICATION**

FOR OFFICE USE

(Rev. 1/1/15)

**Accounting Code:
2015 Fee: See below**

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8:00 am- 3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2780**

SUBMITTAL REQUIREMENTS:

- ☐ Five (5) Sets of 24 x 36 prints
- ☐ Five (5) copies of Application
- ☐ Two (2) Specification Manuals

Date: _____ ProjectName: _____

Project Location: _____

Address: _____

Proposed Use: _____

Utilities Constructed By: _____

Maintained By: _____

CONTACT INFORMATION

Owner / Agent:

Contact / Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Engineer

Contact / Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

This is to certify that the information on this form is complete, true, and correct and the undersigned is authorized to make this application.

X _____ Date: _____

Signature of Applicant

ORDINANCE NO. 1791

q. Infrastructure plan review and inspection fee- 2% of the total cost to construct the public infrastructure. *The fee must be submitted with the request for the city's initial acceptance of the public infrastructure.*

(Note: Planning Dept. coordinates plan review for Engineering Dept. and Public Works Dept)



Public Infrastructure Construction Plans Checklist

Site Name/ Title:	
Date submitted:	
<input type="checkbox"/> In COSL Zoning District:	<input type="checkbox"/> In ETJ*

*All public infrastructure construction plans shall be reviewed by the county.

Submittal Requirements – Planning coordinates plan review for Engineering, and Public Works departments.

- **Five (5)** sets of 24 X 36 prints
- **Five (5)** copies of Application
- **Two (2)** Specification Manual

Graphic Requirements – The following items shall be shown on the Public Infrastructure Construction Plans:

1.	<input type="checkbox"/>	<u>PAVING & DRAINAGE ENGINEERED CIVIL DESIGNS</u>
	<input type="checkbox"/>	Drainage calculations for the 2 and 100 year events signed and sealed by a registered professional engineer indicating compliance with the City of Sugar Land Design Standards and Fort Bend County Drainage Criteria Manual.
	<input type="checkbox"/>	Overall area and drainage area boundaries, ponding depths, and flow per inlet
	<input type="checkbox"/>	Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern and tie-in methods. Show top of pavement and curb elevations as needed.
	<input type="checkbox"/>	Address any adjoining property drainage issues that may be affected by the proposed improvements. For example, if the adjoining property is affected show how this will be handled.
	<input type="checkbox"/>	Detention pond, if applicable, to be designed by a registered professional engineer and shall be in accordance with the Fort Bend County Drainage Criteria Manual or <i>methodology approved by the City of Sugar Land</i> . Prior to the certificate of occupancy being issued by the City, a signed sealed letter of completion by the engineer is required stating that the private detention and related drainage facilities (if applicable) shall be constructed in accordance with the City approved construction plans and specifications.
	<input type="checkbox"/>	Type of pavement to be used
	<input type="checkbox"/>	Slab elevation
	<input type="checkbox"/>	All paving and drainage plans shall comply with City of Sugar Land Design Standards.
	<input type="checkbox"/>	If easements are required, they shall comply with Chapter 5, Section 5-21 of the Sugar Land Development Code.
	<input type="checkbox"/>	Driveway shall be spaced in accordance with Chapter 5, Article VII of the Sugar Land Development Code.
	<input type="checkbox"/>	Improvements shall comply with Chapter 8 and 11 of the Sugar Land Development Code and Ordinance No. 1661
2.	<input type="checkbox"/>	<u>WATER, STORMWATER AND SANITARY SEWER ENGINEERED CIVIL DESIGNS</u>
	<input type="checkbox"/>	Overall system is shown and meets all City of Sugar Land Design Standards.
	<input type="checkbox"/>	Provide Plan and Profile drawings for all utilities.
	<input type="checkbox"/>	Show clearance between all utilities.

	<input type="checkbox"/>	Call out minimum depths of cover.
	<input type="checkbox"/>	Size and location of proposed and existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
	<input type="checkbox"/>	Size, type, and slope of pipe and connection to public system. <i>(The actual connection to the public system must comply with the City of Sugar Land Design Standards).</i>
	<input type="checkbox"/>	Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well.
	<input type="checkbox"/>	Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes.
	<input type="checkbox"/>	Notify the City minimum 48 hours prior to connecting to public infrastructure
	<input type="checkbox"/>	All public water and sanitary sewer, or connections to public utilities must comply with all City of Sugar Land Design Standards; <i>The actual connection to the public system must comply with the City of Sugar Land Design Standards and approved projects lists.</i>
	<input type="checkbox"/>	Include all applicable City of Sugar Land Design Standards Detail that pertain to connections to public utilities.
	<input type="checkbox"/>	Show the location of the irrigation meter.
	<input type="checkbox"/>	Show and label the fire line, if required.
	<input type="checkbox"/>	All water main intersections shall have a minimum of one (1) less valve than the number of water mains at the intersection.
	<input type="checkbox"/>	The minimum commercial sanitary sewer services lead shall be a minimum 6" pipe or larger and shall not serve more than one commercial connection. In addition, the connection shall be made at a manhole by coring method.
	<input type="checkbox"/>	All water and sanitary sewer plans shall comply with the City of Sugar Land Design Standards.
	<input type="checkbox"/>	Show all water service connections.
	<input type="checkbox"/>	Call out all valve types.
3.	<input type="checkbox"/>	ROADWAY DESIGN REQUIREMENTS
	<input type="checkbox"/>	Roadway classifications per the City's Master Thoroughfare Plan
	<input type="checkbox"/>	Street Geometric Design
	<input type="checkbox"/>	Pavement Structure Design
	<input type="checkbox"/>	Pavement Materials
	<input type="checkbox"/>	Grading Plan
	<input type="checkbox"/>	Traffic Control Plan (including sidewalks and street lighting)
	<input type="checkbox"/>	Roadway/Driveway Separations per Development Code
4.	<input type="checkbox"/>	EROSION CONTROL PLAN
	<input type="checkbox"/>	Storm Water Pollution Control Plan
5.	<input type="checkbox"/>	ADDITIONAL ITEMS
	<input type="checkbox"/>	Benchmarks and Current Flood Classifications used are noted on plans.
	<input type="checkbox"/>	All construction items used are on the City's pre-approved products list.

Note: To reduce possible clutter on all sheets, turn off any layers of the overall project that are *not* needed to describe the items being displayed. For example turn off the water and sanitary sewer layers when presenting the paving and drainage sheets.

Disclaimer:

These are examples of items to be included in Construction Plans. These are not to be constructed as the only items required for approval. See the City of Sugar Land Design Standards for detailed requirements located on website at www.sugarlandtx.gov under Engineering Dept. homepage.



**SPECIFIC APPROVAL REQUEST
APPLICATION**

FOR OFFICE USE

(Rev. 1/1/15)

No Fee Required

Case No. _____ - _____

**Return Your Submittal Monday from 8:00 am- 3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2780**

Submittal Requirements:

- ☐ Completed application
- ☐ Provide an exhibit of proposed design overlaid onto a current aerial image extending 200' foot, minimum, past property boundaries. Clearly illustrate deviation requested.

DATE: _____ **PROJECT NAME OR ADDRESS** _____

Property Location Description (either address or general description based on nearby roadways, etc.) _____

CONTACT INFORMATION

Applicant's Contact Information:

Name _____

Company _____

Address _____

Phone Number _____ Email Address _____

Design Engineer/ Architect Contact Information:

Name _____

Company _____

Address _____

Phone Number _____ Email Address _____

Section of the City Design Standards Impacted: _____

Description of Deviation from the City of Sugar Land Design Standards: _____

City's Design Standards can be found at: <http://www.sugarlandtx.gov/DocumentCenter/View/6622>

Mitigating Factors for Consideration: _____

For City Use Only:

Approved by: _____

Name: _____

Title: _____

Date: _____

Not Approved by: _____

Name: _____

Title: _____

Date: _____



SECTION 8:

BUILDING PERMITS

- Building Permit Information



BUILDING PERMITS

Ground-up construction on private property requires that the property be zoned for the proposed use, be platted (unless the property is plat-exempt), a site plan package be approved, and appropriate building permits be issued. Building plans may be submitted and reviewed concurrently with platting and site plan package review. However, a building permit will not be issued until the associated plat is recorded and site plan package is approved.

In certain parts of the City, utility connection fees must be paid prior to obtaining building permits. Contact the Engineering Department at 281-275-2780 for additional information. For more information on the building permit application process and approval please contact Permits and Inspections at 281-275-2270.

NOTE:

Fees relating to building permits can be found on the applications for those permits. Building permit forms and applications are available online at www.sugarlandtx.gov on the Permit & Inspections Department webpage.



SECTION 9: SPECIAL EXCEPTIONS & VARIANCES

- Special Exception Information
- Special Exception Submittal Schedule
- Special Exception Application
- Variance Information
- Variance Application



SPECIAL EXCEPTIONS

Special Exceptions

A property owner may seek a special exception to the residential setback requirements of Chapter 2 of the Development Code. Special exception applications are due by the date indicated on the Special Exception Submittal Schedule. If staff determines the application is complete, a public hearing for the special exception will be scheduled for the next ZBA meeting. If the application is incomplete, staff will contact the applicant to obtain the necessary information to proceed with the application.

The public hearing will be advertised by the City in the official newspaper of the City at least 10 days prior to the first public hearing. All property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website. Additionally, a courtesy sign will be placed at the property.

After the public hearing, the Board may, by concurrence of 75 percent of its members, grant a special exception to a residential setback required by Chapter 2 of the Development Code, if the Board finds that:

- 1) The latest recorded Plat of the property was approved prior to being annexed into the City;
- 2) The recorded Plat of the property establishes a setback or other recorded restriction that results in a setback that is less restrictive than the setback required by Chapter 2;
- 3) Granting the Special Exception will not establish a setback that is less restrictive than the setback established by the latest approved Plat or other recorded restriction; and
- 4) Granting the Special Exception will not be detrimental to the public welfare or injurious to the property or improvements in the district or neighborhood in which the property is located.

To ensure that the granting of a special exception will not be detrimental to the public welfare or injurious to the property or improvements in the district or neighborhood in which the property is located, the Board may as part of its decision to grant a special exception: (1) Impose reasonable conditions or restrictions; and (2) grant a setback between the setback requested and the setback currently established in the residential zoning district.

A special exception application may be submitted prior to or with a building permit application for the proposed construction. Once ZBA grants the special exception, and all staff comments related to the building permit has been addressed, the building permit can be issued and construction can begin.



SPECIAL EXCEPTION SUBMITTAL SCHEDULE 2015

Completed application due to Development Planning	Public Hearing Notice Published in paper & Sign placed in yard	ZBA Meeting
Dec 18, 2014	Jan 7	Jan 21
Jan 16*	Feb 4	Feb 18
Feb 16	Mar 4	Mar 18
Mar 16	Apr 1	April 15
Apr 20	May 6	May 20
May 18	June 3	June 17
June 15	July 1	July 15
July 20	Aug 5	Aug 19
Aug 17	Sept 2	Sept 16
Sept 21	Oct 7	Oct 21
Oct 19	Nov 4	Nov 18
Nov 16	Dec 2	Dec 16
Dec 21	Jan 6, 2016	Jan 20, 2016

ZBA Meetings are scheduled the 3rd Wednesday of each month unless otherwise noted.

*Friday submittal



SPECIAL EXCEPTION REQUEST APPLICATION

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: ZC

2015 Fee: \$585

Fee Required _____

Case No. _____ - _____

**Return Your Submittal To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, Tx 77479, Phone#: (281) 275-2218**

Please contact development planning staff to discuss your proposal prior to submitting a special exception application.

Special Exception Submittal Requirements:

Applications submitted without the following items will not be routed for review

- One (1) Completed Application
- Submittal Fee
- One (1) Copy of the recorded plat of the property
- One (1) Copy of the recorded covenants and restrictions for the property
- One (1) legible copy of site plan / plot plan (scaled/dimensioned drawing showing location of proposed construction) on 24" x 36", 11"x17", or 8 1/2" x 11"
- Building elevations for proposed construction

ALL FIELDS MUST BE COMPLETED.

SITE ADDRESS _____

Legal Description _____

Subdivision Name _____ **Block** _____ **Lot** _____

CONTACT INFORMATION

Project Representative: ☐ Architect ☐ Engineer ☐ Other: _____

Contact Person _____

Company _____

Address _____

Phone _____ **Email** _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature _____ Date _____

Property Owner (Please Note - the Property Owner's Information Must be provided):

Name _____

Address _____

Phone _____ **Email** _____

Property Owner's Authorization:

I am the owner of the property for which this Special Exception application is being made. I authorize _____ (Project Representative) to submit this application and to correspond with the City of Sugar Land regarding this application on my behalf.

X _____
Property Owner's Signature (Required) _____ Date _____

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.

For submittal deadlines and the Special Exception schedule, please see the *Development Application Handbook* on the Planning Department Page at www.sugarlandtx.g



VARIANCES

Variance Information

When a variance application is submitted, staff review takes 2 weeks and may require that the applicant submit additional information necessary to undertake a complete analysis and evaluation of the variance request. Once staff reviews the application and provides comments, the applicant will be directed to resubmit the corrected materials and additional materials for the Zoning and Board of Adjustment (ZBA). Staff will review the revised materials for clearance.

Zoning Variance

The ZBA makes the final determination for zoning variances within the City and extra-territorial jurisdiction (ETJ). When staff comments have been addressed, the request will be scheduled for a public hearing at a ZBA meeting. The public hearing typically takes place approximately one month after staff comments have been addressed. The public hearing will be advertised in the City's official newspaper at least 10 days prior to the first public hearing. All property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website. Additionally, a courtesy sign will be placed at the property. The ZBA holds a public hearing and then considers each case.

As part of the application the applicant is required to describe in writing how each of the criterion is met. Chapter 2 (Zoning) of the City's Development Code states that the following conditions must be present for ZBA consideration of approval of a variance:

- (a) There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances or conditions are peculiar to the land or Building and do not generally apply to land or buildings in the same zoning district or neighborhood, and that the circumstances or conditions are such that the strict application of the provisions of these regulations would deprive the applicant of reasonable use of such land or building; and
- (b) The granting of the variance will not be detrimental to the public welfare or injurious to the property or improvements in the district or neighborhood in which the property is located; and
- (c) The granting of a variance is necessary for the reasonable use of the land or Building and is the minimum variance that will accomplish this purpose.
- (d) That literal enforcement and strict application of the provisions of these zoning regulations will result in an unnecessary hardship inconsistent with the general provisions and intent of these zoning regulations and that, in granting the variance, the spirit of these zoning regulations will be preserved and substantial justice done.

Subdivision Variance

When a subdivision variance is submitted, staff review takes 3 weeks. The Planning and Zoning Commission makes recommendations to the City Council, and it is the Council who makes the final determination for Subdivision Variances within the City and extra-territorial jurisdiction (ETJ).

The Planning and Zoning Commission is required to give a recommendation, and the City Council is required to render a final decision. The City's Development Code Section 5-42 establishes criteria for the examination of a subdivision variance and if a hardship exists. As part of the application the applicant is required shall describe in writing how each of the criterion is met.

The following conditions **must** be present for consideration:

1. There are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his land.
2. The granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.
3. The granting of the variance will not have the effect of preventing the orderly subdivision of other lands in the area in accordance with the provisions of this chapter.
4. A more appropriate design solution exists which is not currently allowed in this chapter.

The City Council may reach a conclusion that a hardship exists if it finds that:

1. If the applicant complies strictly with the provisions of this chapter, he can make no reasonable use of his property.
2. The hardship of which the applicant complains is one suffered by the applicant rather than by neighbors or the general public.
3. The hardship relates to the applicant's land, rather than personal circumstances.
4. The hardship is unique to the property, rather than one shared by many surrounding properties.
5. The hardship is not the result of the applicant's own actions.



**SUBDIVISION VARIANCE &
ZONING VARIANCE REQUEST
APPLICATION**

FOR OFFICE USE

(Rev. 1/1/15)

Accounting Code: ZC

2015 Fee: See below

Fee Required _____

Case No. _____ - _____

**Return Your Submittal To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, Tx 77479, Phone#: (281) 275-2218**

Please contact development planning staff to discuss your proposal prior to submitting a variance application.

Variance Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Two (2) copies of the completed application
- Submittal Fee
- Legal description of property:
 - ☐ Metes & bounds description if property is not platted OR
 - ☐ Plat information:
Plat Name: _____
Lot & Block or Reserve: _____
FBCOPR No.: _____
- Two (2) copies site plan or plat, including vicinity map
- Letter describing proposed variance and addressing each Development Code criterion

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME OR ADDRESS _____

Submittal Type & Fee ☐ Subdivision Variance ☐ Zoning Variance

\$720 (No fee if submitted with Plat)

\$714

Section of Ordinance from which variance is being sought _____

Variance Description _____

Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Property Location Description (either address or general description based on nearby roadways, etc.) _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature Date

Property Owner (Please Note - the current Property Owner's Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

I am the owner of the property for which this application is being made. I authorize

*_____ (Project Representative) to submit this application and
to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner's Signature (Required) Date

Please note: for zoning variances, a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing

DEVELOPMENT APPLICATION HANDBOOK

PROCEDURES, CHECKLISTS & APPLICATIONS

City of Sugar Land

| 2700 Town Center Blvd. North, Sugar Land, TX 77479 | www.sugarlandtx.gov |